

# **TOWN OF FOREST HEIGHTS**

## **TOWN MEETING**

Wednesday, June 17, 2020

8:00 pm

Virtual Meeting

### **Agenda**

- I. Call to Order
- II. Roll Call
- III. Moment of Silence
- IV. Pledge of Allegiance to the Flag of the United States of America
- V. Approval of Agenda
- VI. Approval of Consent Agenda
  - a) Minutes from June 1, 2020
  - b) Minutes for FY 2021 Public Budget Hearing will be presented  
7/6/2020 meeting
  - c) Presentation from Greenwill Consulting Group LLC. (5min.)
  - d) Presentation from Stanley Mosley (3min.)
- VII. Public Period (limit 2 minutes)
- VIII. Legislation
- IX. New Business
- X. Adjournment

**Town of Forest Heights  
Mayor/Council Work Session- 7:30 PM  
Monday, June 1, 2020  
Meeting Minutes**

**Call to Order:** 7:30 PM

**Roll Call (via Zoom and teleconference):** CW Noble, CM Barnes, CM Atkinson, CM Kennedy II (arrived late); CW Hines (arrived late) Mayor Muhammad; Quorum established.

**Moment of Silence**

**Pledge of Allegiance**

**Approval of Agenda:** Motion by CW Noble to approve the agenda; seconded by CM Atkinson; motion passed.

**Approval of Consent Agenda and Meeting Minutes from May 20, 2020:** Motion by CM Kennedy II to approve the Meeting Minutes from May 20, 2020; seconded by CM Barnes; motion passed.

**Public Period:** None

**Staff Reports**

**Report of Officers and Committees** – (Can be picked up from the Clerk office and is uploaded on the Town Website)

- **Treasurer's Report** – Status report of the Town's finances for the month of May 2020 were distributed to the Mayor-Town Council.
- **Public Works Director Report** – Status report of the Public Works Director for the month of May 2020 was distributed to the Mayor-Town Council.
- **Code Enforcement** – Status report of the Police Department for the month of May 2020 was distributed to the Mayor-Town Council.
- **Ombudsman Report** – Status report of the Police Department for the month of May 2020 was distributed to the Mayor-Town Council.
- **Police Chief Report** – Status report of the Police Department for the month of May 2020 was distributed to the Mayor-Town Council.
- **Town Circuit Rider Report** – Status report for the month of May 2020 was distributed to the Mayor-Town Council.
- **Town Administrator Report** – None

**Ward Reports**

**Ward I:** CM Barnes informed the council that the inspections stations in Clinton and Hyattsville are providing free testing for COVID-19 with a doctor's note.

**Ward II:** CM Kennedy II stressed the importance of completing the 2020 Census form and thanked everyone for practicing social distancing.

CM Atkinson noted that someone appeared to be living by a pumping station on Mohican Drive. Mayor Muhammad responded that the Police and Code Enforcement would check on that.

**Ward III:** CW Noble asked that everyone stays safe and follow social distancing procedures.

**Town Administrator:** Town Administrator Mr. Robinson thanked everyone for their condolences on the passing of his mother.

**Mayor's Report:** None

**Legislation:**

**Resolution 28-20:** A Resolution to authorize the purchase of additional equipment for the newly acquired police vehicles; introduced by Mayor Habeeb-Ullah Muhammad; motion by CW Hines to waive the full reading; seconded by CM Kennedy II; all in favor; discussion; CM Kennedy II asked for a quick breakdown; Chief Rease explained that the Town had bought cars a month ago through the impact grant; this resolution was to install equipment such as lighting and radio; Mr. Robinson clarified about the items being added.

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**Resolution 33-20:** A Resolution to approve and support the re-designation of an Enterprise Zone program area within the corporate limits of the Town of Forest Heights; introduced by Mayor Habeeb-Ullah Muhammad; motion by CW Hines to waive the full reading; seconded by CM Kennedy II; all in favor; discussion; the Town Administrator summarized the resolution as a re-establishment of a program that ended in 2019 by the county. The program encourages new businesses in certain areas through such incentives as tax exemptions and breaks. Forest Heights meets at least one of the qualifying requirements. The Town Attorney stated that there was a cost involved for the incentive, but not a time or labor cost as the county would administer the program. The Town is in the program, the area contains some commercial parcels within the Town's boundaries.

**Resolution 34-20:** A Resolution to approve a Capital Projects grant agreement with the State of Maryland to provide additional funding for the Forest Heights Safe Routes to School project (Phase 1) along Huron Drive; introduced by Mayor Habeeb-Ullah Muhammad; motion by CW Hines to waive the full reading; seconded by CM Barnes; all in favor; discussion; Mr. Robinson explained that this is a structural grant from the state and the resolution allows the Town to receive additional funds.

The Town Clerk explained that Resolution 35-20 regarding the mosquito program had been taken out because the county had canceled the program;

**Resolution 36-20:** A Resolution of the Mayor and Council of the Town of Forest Heights, Maryland to approve the employment and appointment of Jeremy Nugent as a Police Officer to serve within the Forest Heights Police Department; introduced by Mayor Habeeb-Ullah Muhammad and Council President Calvin Washington; motion by CM Kennedy II to waive the full reading; seconded by CM Barnes; all in favor; discussion; CM Kennedy asked whether it would be wise to wait to fill the position until after the pandemic; Chief Rease explained that it was to fill the spot left by Officer Adams, and that they needed to be in groups of two for safety Chief Rease elaborated on the background and training of the candidate. The salary would be in the FY 2021 budget and would go down to a starting officer's salary.

**Resolution 37-20:** A Resolution to cancel Forest Heights Day and National Night Out slated for August 2020 due to the continuing health emergency and to amend Resolution 23-20 to approve and adopt by reference County Executive Order No. 10-2020 continuing the declaration of a local state of emergency for Prince George's County, Maryland; introduced by Mayor Habeeb-Ullah Muhammad and Council President Calvin Washington; motion by CW Hines to waive the full reading; seconded by CM Kennedy II; no discussion.

**Resolution 38-20:** A Resolution authorizing the Chief of Police to use Vincent Lyew for required firearms training for new officers; introduced by CM Washington; motion by CM Barnes to waive the full reading; seconded by CM Kennedy; all in favor; no discussion.

**Resolution 39-20:** A Resolution to renew, modify, or extend the contract amendment No. 3 between the Town of Forest Heights (The Town) and The Goode Companies, Inc for trash removal services; introduced by Mayor Habeeb-Ullah Muhammad; motion by CM Kennedy II to waive the full reading; seconded by CW Hines; all in favor; discussion; the Town Administrator stated that the contract was signed in 2011, originally expired in 2018, and was amended again to expire at the end of June 2020. Staff have reached out to other companies including Tenleytown trash and Bates Company. The former did not service the area and Bates did not have a comparable quote. For example, a month's worth of comparable service from Bates would cost over \$18,000, whereas Goode would cost less. The Town Administrator acknowledged that there were some issues with performance. Goode's vice president promised internal reforms and performance improvement as part of the contract. It would even tie

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performance to payment for them. CW Noble asked if this had been put for competitive bid. Mr. Robinson stated that it was a service contract and did not require the bidding process. The Town Attorney said that while it is subject to competitive bidding, because it is an established vendor, then the Town is not required to do competitive bidding. CW Noble questioned the fact that it was an extension of a contract and felt that the Town should have researched options earlier. CM Kennedy asked how the numbers were added up. Mr. Robinson explained that the price was derived from a hypothetical raise in price. The Town Treasurer clarified CM Kennedy's concern that the percentage increase did not match the proposed rate, and further added that the county needed an assessment of cost per resident in an expedient manner. The Treasurer asked the Town Administrator for clarification on whether since Goode had asked for a two-year contract that the next year would reflect the proper manner. The Town Administrator answered yes. CM Kennedy proposed scratching out the 2-3 percentage rate as it didn't make sense. CM Barnes asked what the 2-3 percent was based on. The Town Administrator stated that is part of the contract and what Goode can insist on. CM Kennedy asked for a second amendment. The Town Treasurer commented that she will ask them to accept the tax rates and notify the county that the trash services will be notified forthcoming next meeting, that the deadline was the 15<sup>th</sup>. She recommended that the matter be addressed at the Budget Hearing on June 11. Motion to table the resolution to June 11 by CW Hines; seconded by CM Kennedy II; all in favor; motion passed.

**New Business**

CM Barnes wanted to see if the trash pickup schedule could be posted on the outside of the building. He also asked about the status of 606 Modoc Lane. The Town Administrator stated that it is next on the agenda.

CM Kennedy asked what the hold up on securing the front side of the 606 Modoc Building. Public Works Director Mr. Vaughn said there was a delay on work due to COVID-19, and that he would talk to them. There was not a door purchased. Mr. Robinson said that he believed the hole had been secured against the elements.

Chief Rease noted that the Governor's Office of Crime Control and Prevention had put out a grant for retaining officers, he had applied to the grant and they rewarded the department with approximately \$6,000- \$1,200 for uniform maintenance, and \$5,500 for advertisement. A resolution will be presented at the next meeting.

**Meeting Adjourned: 9:01 PM**

**RESOLUTION 40-20  
THE TOWN OF FOREST HEIGHTS**

**A RESOLUTION TO ACCEPT A GRANT FROM THE GOVERNOR'S OFFICE OF  
CRIME CONTROL AND PREVENTION FOR POLICE RETENTION AND  
RECRUITMENT**

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, Section 33-20(b)(11) of the Town Charter authorizes the Town to pass ordinances, including budget ordinances, not contrary to the laws and Constitution of this State, for specific purposes to accept gifts and grants of the Federal or State funds from the Federal or State governments or any agency thereof, and to expend the same for any lawful public purpose, agreeably to the conditions under which the gifts or grants were made; and

WHEREAS, the Chief of Police applied and was awarded a grant from The Governor's Office of Crime Control and Prevention to help the Police Department to reduce existing gaps with recruiting and retaining personnel; and

WHEREAS, The Forest Heights Police Department was recently informed it is a recipient of the above-mentioned grant in the amount of \$6,750.00

WHEREAS, with said grant funding, the Chief of Police has elected to utilize \$1,250.00 for uniform maintenance and \$5,500.00 for public advertising.

THEREFORE, BE IT RESOLVED that the Mayor and Town Council of the Town of Forest Heights, Maryland hereby agrees to authorize and allow the acceptance of a Police Retention and Recruitment grant from The Governor's Office of Crime Control and Prevention for the Police Department in the amount of \$6,750.00 for FY2020;

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon passage.

PASSED this \_\_\_\_ day of June 2020.

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

\_\_\_\_\_

KENNEDY II

\_\_\_\_\_

NOBLE

\_\_\_\_\_

BARNES

\_\_\_\_\_

HINES

\_\_\_\_\_

WASHINGTON

\_\_\_\_\_

ATKINSON

\_\_\_\_\_

TOWN OF FOREST HEIGHTS  
RESOLUTION 40-20

**RESOLUTION 40-20**  
**THE TOWN OF FOREST HEIGHTS**

ATTEST:

THE TOWN OF FOREST HEIGHTS,  
MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Mayor Habeeb-Ullah Muhammad, Mayor

By: \_\_\_\_\_  
Calvin Washington, Council President

**CERTIFICATION**

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_\_ day of June 2020 with \_\_\_\_\_ Aye votes and \_\_\_\_ Nay votes the aforesaid Resolution \_\_\_\_-20 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

**RESOLUTION 41-20**  
**THE TOWN OF FOREST HEIGHTS**

**A RESOLUTION TO APPROVE A COOPERATION AGREEMENT WITH PRINCE  
GEORGE'S COUNTY TO PARTICIPATE IN THE FISCAL YEAR 2021-2023  
COMMUNITY DEVELOPMENT BLOCK (CDBG) PROGRAM**

**WHEREAS**, Prince George's County, Maryland ("County"), acting on behalf of the Prince George's County Department of Housing and Community Development ("DHCD"), is in the process of requalifying its entitlement status as an urban county to receive Community Development Block Grant ("CDBG") and HOME Investment Partnerships ("HOME") Program grant funds during Federal Fiscal Years 2021-2023 from the U.S. Department of Housing and Urban Development ("HUD"); and

**WHEREAS**, it is the County's intent to use the grant funding, in part, to undertake eligible community development and housing activities that will primarily benefit low to moderate income individuals and families residing in Prince George's County; and

**WHEREAS**, a decision to enter into a Cooperation Agreement for the purpose of participating in the County's CDBG and, where applicable, HOME programs would be effective for the three-year period that includes Federal Fiscal Years 2021, 2022, and 2023, and thereafter, participating municipalities may be eligible to receive project-financing assistance through the County's CDBG and, where applicable, HOME program that will begin July 1, 2021 through June 30, 2023; and

**WHEREAS**, the decision to include a municipality's population statistics for the purpose of HUD determining the County's urban county entitlement status and appropriating entitlement funds would make the municipality ineligible to apply for entitlement funds, with the possible exception of grant funds awarded through the State's Small Cities CDBG Program, during the applicable Qualification Period, and in addition, the municipality's formula allocation under the HOME Program, if any, will be awarded to the County and the municipality may not otherwise form a HOME consortium with other units of general local government ("UGLG") in the event that the County did not receive a HOME formula allocation during the applicable Qualification Period ending June 19, 2020; and

**WHEREAS**, if a municipality elects to be identified as a new participating UGLG for the County during the Qualification Period, the municipality must execute and return to the County, two (2) copies each of the enclosed Cooperation Agreement and Certification form and the attached Cooperation Agreement must be authorized by the municipal governing body and executed on its behalf by an authorized official; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council for the Town of Forest Heights hereby authorizes and elects to be identified as a participating UGLG for the County and further authorizes the Mayor or her designee to execute and return to the County the requisite copies of the attached Cooperation Agreement, attached hereto and incorporated by reference herein as Exhibit 1, and Certification form, attached hereto and incorporated herein as Exhibit 2; and

The Town of Forest Heights

Resolution 41-20

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**RESOLUTION 41-20**  
**THE TOWN OF FOREST HEIGHTS**

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon passage.

PASSED this 17<sup>th</sup> day of June 2020.

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

\_\_\_\_\_

KENNEDY II

\_\_\_\_\_

NOBLE

\_\_\_\_\_

BARNES

\_\_\_\_\_

HINES

\_\_\_\_\_

WASHINGTON

\_\_\_\_\_

ATKINSON

\_\_\_\_\_

ATTEST:

THE TOWN OF FOREST HEIGHTS,  
MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Mayor Habeeb-Ullah Muhammad, Mayor

By: \_\_\_\_\_  
Calvin Washington, Council President

[Exhibit 1 – Cooperation Agreement & Legal Certification]

[Exhibit 2 – Certification of Cooperation Agreement]

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_\_ day of June 2020 with \_\_\_\_ Aye votes and \_\_\_\_ Nay votes the aforesaid Resolution \_\_-20 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

The Town of Forest Heights

Resolution 41-20

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## COOPERATION AGREEMENT

**THIS COOPERATION AGREEMENT ("Agreement")** is entered into by and between the Town/City of Forest Heights (hereinafter referred to as the "**Municipality**") and **Prince George's County, Maryland, a body corporate and politic** (hereinafter referred to as the "**County**"), on behalf of the **Prince George's County Department of Housing and Community Development** (hereinafter referred to as the "**DHCD**").

**WHEREAS**, the Housing and Community Development Act of 1974, as amended, provides entitlement funds for qualified urban counties; and

**WHEREAS**, the County is required to requalify its entitlement status as an urban county to be eligible to receive funding from the U.S. Department of Housing and Urban Development ("HUD") to administer its Community Development Block Grant ("CDBG"), HOME Investment Partnerships ("HOME") and Emergency Solutions Grants ("ESG") programs during the Federal Fiscal Years ("FYs") 2021 through 2023 qualification period ("Qualification Period"); and

**WHEREAS**, the County certifies that it shall continue to follow an approved Housing and Community Development Consolidated Plan as promulgated by HUD pursuant to 24 CFR 570.302 and 24 CFR Part 91 during the Qualification Period; and

**WHEREAS**, the County is required to enter into Cooperation Agreements with its designated units of general local government ("UGLG") that desire HUD to include its respective population figures under the County's urban county status for the purpose of increasing the County's allocation of entitlement funds during the Qualification Period; and

**WHEREAS**, the County has identified the Municipality as a UGLG and the Municipality has agreed to allow the County to include its population with that of the County's unincorporated areas to be considered part of the urban county total population used as a basis for entitlement determinations; and

**WHEREAS**, the cooperation of the County and the Municipality is essential for the successful planning and implementation of housing assistance and community development activities that shall be included within the County's Housing and Community Development Annual Action Plan ("Annual Action Plan"); and

**WHEREAS**, the Municipality understands that the County shall have final responsibility for selecting CDBG, HOME and ESG activities to be assisted with entitlement funds and for filing Annual Action Plans during the Qualification Period with HUD.

**NOW, THEREFORE**, in consideration of the mutual obligations set forth herein, the parties agree as follows:

1. The County and the Municipality agree to cooperate to undertake or assist in undertaking, community renewal and low-income housing assistance activities. The Municipality further agrees to cooperate in the use of its powers to assist with the County's efforts to carry out essential activities in accordance with County's CDBG and, where applicable HOME and ESG Programs.
2. The County shall have the final responsibility for selecting CDBG and, where applicable, HOME and ESG activities that will be funded from annual CDBG allocations during the Federal FYs 2021 through 2023 ("Qualification Period") and any program income generated from the expenditure of such funds.
3. The County shall be responsible for submitting the County's Consolidated and Annual Action Plans to HUD for approval.
4. To the extent applicable, the County and the Municipality shall take actions necessary to assure compliance with Prince George's County's urban county certification requirements set forth in Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 109 of Title I of the Housing and Community Development Act of 1974, and other applicable laws.
5. The Municipality shall affirmatively further, to the extent applicable, fair housing actions within its jurisdiction, and not impede the County's actions to comply with its fair housing certification.
6. The Municipality has adopted and shall continue to enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within the Municipality's jurisdiction.
7. The Municipality must inform the County of any program income generated by and submitted to the Municipality in accordance with its expenditure and/or sub-award of CDBG funds. Any such program income must be paid to the County unless specifically authorized by the County for use in association with the financial requirements of other projects previously approved by the County. Any program income the Municipality is authorized to retain may only be used for eligible activities in accordance with the terms and conditions of the applicable Sub-recipient Agreement and the applicable CDBG laws and regulations.
8. The Municipality shall not sell, trade or otherwise transfer all or any portion of any grant funds to another unit of general local government ("UGLG"), metropolitan city, urban county, Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations. The Municipality further agrees to use grant funds, if any,

for activities eligible under Title I of the Housing and Community Development Act of 1974, as amended.

9. The County has the responsibility for monitoring and reporting to HUD on the use of any program income thereby requiring appropriate recordkeeping and reporting as may be needed for this purpose.
10. It is understood that the Municipality pursuant to 24 CFR 570.501(b), is subject to the same requirements applicable to subrecipients. This includes the responsibility for a written agreement ("Sub-recipient Agreement") as set forth in 24 CFR 570.503, for ensuring that CDBG funds are used in accordance with all program requirements, for determining the adequacy of performance under subrecipient agreements and procurement contracts, and for taking appropriate action when performance problems arise. The use of any designated public agencies, subrecipients, or contractors does not relieve the municipality of this responsibility.
11. The Municipality shall be required to enter into a signed Sub-recipient Agreement with the County before any CDBG funds may be disbursed to the Municipality to undertake approved activities. This Sub-recipient Agreement shall remain in effect during and any time after the Qualification Period during which the Municipality has control over CDBG funds, including program income.
12. In the event of the close out of this Agreement or a change in the status of the Municipality, any program income that is on hand or received subsequent to the close out or change in status shall be paid to the County.
13. For real property acquired or improved in whole or in part using CDBG Funds and within the Municipality's control, the Municipality shall (A) provide the County with timely notification for any modification or change in the use of the real property from that planned at the time of acquisition or improvement including disposition; (B) reimburse the County in an amount equal to the current fair market value (less any portion thereof attributable to expenditures of non-CDBG funds) of property acquired or improved with CDBG funds that is sold or transferred for use which does not qualify under the CDBG regulations; and (C) treat as program income the revenue generated from the disposition or transfer of property prior to or subsequent to the close out, change of status or termination of this Agreement between the County and the Municipality.
14. By executing this Agreement, the Municipality understands that it may not apply for grants from appropriations under the State Small Cities CDBG Program for any fiscal year during the Qualification Period in which it is participating in the County's CDBG program.
15. By executing this Agreement, the Municipality understands that it may not participate in a HOME consortium except through the County, regardless of whether the County receives a HOME formula allocation. The Municipality

further understands that it may receive a formula allocation under the HOME Program and/or ESG Program, if any, only through the County.

16. This Agreement between the County and the Municipality shall automatically be renewed for participation in successive three-year Qualification Periods, unless the County or the Municipality provides written notice before the end of the County's Qualification Period that it elects not to participate in a new three-year Qualification Period. By the date specified in HUD's next CPD Notice for Urban County Qualification, the County will notify the Municipality, in writing, of its right not to participate. A copy of the County's notification shall be sent to the HUD Field Office by the date specified in the CPD Notice for Urban County Qualification.

Failure by either party to adopt any amendment to this Agreement, which must incorporate any changes necessary to meet HUD's current requirements for Cooperation Agreement, for a subsequent three-year Qualification Period and to submit the amendment to HUD as provided in the applicable CPD Notice shall void the Municipality's automatic renewal as a participating UGLG under the County's urban status.

17. This Agreement shall remain in effect until the County's CDBG and where applicable, HOME and ESG entitlement funds and program income received with respect to activities undertaken during the Qualification Period and any successive periods, as amended, are expended and the funded activities are completed. It further understood and agreed that neither the County nor the Municipality may terminate or withdraw from this Agreement while this Agreement remains in effect.
18. The recitals set forth above are herein incorporated as operative provisions of this Agreement.

**[SIGNATURES APPEAR ON THE NEXT PAGE.]**

IN WITNESS WHEREOF, the parties' authorized representatives signed and delivered this Cooperation Agreement on the dates set forth below.

ATTEST:

Sherrita Haden  
(Signature of Witness)

FOR: Town of Forest Heights, Md.

By: [Signature]  
(Signature of Authorized Official)

Town Administrator  
(Title)

6/5/20  
(Date)

FOR: Prince George's County, Maryland

By: \_\_\_\_\_  
Angie Rodgers  
Deputy Chief Administrative Officer  
for Economic Development

\_\_\_\_\_  
(Date)

Reviewed and Approval Recommended

\_\_\_\_\_  
Estella Alexander, Director  
Department of Housing & Community Development

**Legal Certification**

The undersigned attorney for Prince George's County, Maryland ("County") certifies that the terms and provisions set forth in this Cooperation Agreement ("Agreement") are fully authorized and/or not otherwise prohibited under existing State and local laws and that this Agreement provides full legal authority for the County to undertake or assist in the undertaking essential community development and housing assistance activities that may include, but are not limited to, urban renewal and public assisted housing in cooperation with designated units of general local government ("UGLG").

  
Office of Law

## CERTIFICATION OF COOPERATION AGREEMENT

The attached Cooperation Agreement between **Prince George’s County, Maryland** (“County”), a body corporate and politic, on behalf of the **Prince George’s County Department of Housing and Community Development (“DHCD”)** and the

\_\_\_\_\_ (*Name of Municipality*) was duly considered and approved by majority vote of the \_\_\_\_\_ (*Name of Municipal Governing Body*) at an official meeting on \_\_\_\_ day of \_\_\_\_\_, 2020 and the \_\_\_\_\_ (*Mayor/Authorized Officer*) was duly authorized to execute said Cooperation Agreement on behalf of the Municipality.

For: \_\_\_\_\_ of \_\_\_\_\_  
(Town/City) (Municipality Name)

**ATTEST:** \_\_\_\_\_  
(Clerk/Authorized Official)(Seal)

Date: \_\_\_\_\_, 2020





U.S. Department of Housing and Urban Development  
Community Planning and Development

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Special Attention of:

All Regional Administrators  
All CPD Division Directors  
All CDBG Grantees

**Notice:** CPD-20-03

Issued: March 9, 2020  
Expires: March 9, 2021

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Supersedes: CPD Notice 19-04

SUBJECT: Instructions for Urban County Qualification for Participation in the Community Development Block Grant (CDBG) Program for Fiscal Years (FYs) 2021-2023

### INTRODUCTION

This Notice establishes requirements, procedures and deadlines to be followed in the urban county qualification process for FYs 2021-2023<sup>1</sup>. Information concerning specific considerations and responsibilities for urban counties is also provided. HUD Field Offices and urban counties are expected to adhere to the deadlines in this Notice.

This Notice provides guidance for counties wishing to qualify or requalify for entitlement status as urban counties, as well as for existing urban counties that wish to include previously nonparticipating communities. **Please send copies of this Notice to all presently qualified urban counties, to each county that can qualify for the first time or requalify for FYs 2021-2023, and to each state administering the State CDBG program which includes a potentially eligible urban county. If you are notified later of one or more new potential urban counties, each should be provided a copy of this Notice.** This Notice includes seven attachments which contain listings of: Attachment A, all currently qualified urban counties; Attachment B, counties that requalify this qualification period (2021-2023); Attachment C, counties scheduled to qualify or requalify in FY 2021 for FY 2022-2024; Attachment D, counties scheduled to qualify or requalify in FY 2022 for FY 2023-2025; Attachment E, currently qualified urban counties that can add nonparticipating units of government for the remaining one or two years of their qualification period; Attachment F, list of counties that may qualify as urban counties if metropolitan cities relinquish their status; and Attachment G, list of counties previously identified as eligible but have not accepted urban county status. Additions to Attachment B may be provided separately, should any counties be identified as potentially eligible for the first time in 2020.

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<sup>1</sup> The contents of this document, except when based on statutory or regulatory authority or law, do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.



The schedule for qualifying urban counties is coordinated with qualifying HOME consortia in order to be able to operate both the CDBG and HOME programs using the same urban county configurations. The CDBG urban county qualification process for the FY 2021-2023 qualification period will start in March 2020 and run through September 11, 2020. This will provide HUD sufficient time before the September 30th deadline for FY 2021 funding under the HOME Program to notify counties that they qualify as urban counties under the CDBG Program. Language is being added to this Notice to emphasize the importance of completing all of the steps of the urban county qualification/requalification process by mid-September to ensure that there is no detrimental effect on the HOME consortia qualification/requalification process. Urban county worksheets will be accessible via CPD's Grants Management Process (GMP) system. The CPD Systems Development and Evaluation Division will provide guidance on completing, submitting and verifying urban county qualification data in the GMP system.

HUD revised the requirements in Section V.H, second paragraph, regarding Cooperation Agreements in 2013 to more clearly delineate the fair housing and civil rights obligations to which urban counties and participating jurisdictions are subject. By this time, all existing urban counties should have incorporated the required language in their cooperation agreements regarding fair housing and civil rights obligations. Urban counties should review the language in their existing cooperation agreements regarding fair housing and civil rights obligations to determine whether they still need to revise their existing agreements. The use of automatically-renewing cooperation agreements does not exempt existing urban counties from incorporating the required language in Section V.H. HUD will not accept any cooperation agreements or approve any urban county's qualification/requalification that does not incorporate this language.

Urban counties have the option of drafting a separate amendment to their existing agreements that includes these provisions rather than drafting a new cooperation agreement that contains the provisions. However, the separate amendment must still be executed by an official representative of each of the participating units of general local government and the urban county.

Jurisdictions that are qualifying as an urban county for the first time must submit all required documents outlined in Section IV to the Entitlement Communities Division in HUD Headquarters in addition to their local HUD offices (see Section IV for details). In addition, if new jurisdictions are seeking to qualify as urban counties because they contain metropolitan cities willing to relinquish their entitlement status, the Entitlement Communities Division in HUD Headquarters should be notified as soon as possible, but no later than two weeks after the jurisdictions notify the Field Office of their intent to qualify as an urban county (see Section VIII for details).

A unit of general local government may not sell, trade, or otherwise transfer all or any portion of such funds to a metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under Title I of the Housing and Community Development Act of 1974, as amended. This requirement first arose as a result of discovering that units of general local government located within an urban county were trading CDBG funds for unrestricted local funds. Congress has

prohibited this practice. Urban counties qualifying in 2020 for FYs 2021-2023 must incorporate this provision into cooperation agreements by revision or amendment. HUD will not accept any cooperation agreements or approve any urban county's qualification/requalification that does not incorporate this language.

A Section F was added to Section VIII., Special Considerations, to address the implications of an incorporated unit of general local government dissolving and the effect it will have on the urban county qualification/requalification process.

A Section G was added to Section VIII., Special Considerations, to address factors that arose during the 2017 qualification/ requalification period regarding qualification of New York Towns as metropolitan cities.

Policy questions from Field Offices related to this Notice should be directed to Gloria Coates in the Entitlement Communities Division at (202) 708-1577 or at [gloria.l.coates@hud.gov](mailto:gloria.l.coates@hud.gov). Data questions should be directed to the Systems Development and Evaluation Division at (202) 708-0790. Requests for deadline extensions should be directed to Gloria Coates. The TTY number for both divisions is (202) 708-2565. These are not toll-free numbers.

The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2506-0170, which expires August 31, 2021. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

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Attachments A – All Currently Qualified Urban Counties

Attachment B – Counties Scheduled to Requalify in 2020 for FYs 2021-2023

Attachment C - Counties Scheduled to Requalify in 2021 for FYs 2022-2024

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Attachment E – Counties Qualified through 2021 or 2022 That Contain Non-Participating Communities

Attachment F – List of Counties That May Qualify as Urban Counties if Metropolitan Cities Relinquish Their Status

Attachment G - Counties Previously Identified as Eligible But Have Not Accepted Urban County Status

COMMUNITY DEVELOPMENT BLOCK GRANT  
URBAN COUNTY QUALIFICATION  
Fiscal Years 2021-2023

In accordance with 24 CFR 570.307(a) of the Community Development Block Grant (CDBG) regulations, the information below explains HUD's process for qualifying and requalifying urban counties for purposes of the CDBG program.

I. GENERAL REQUIREMENTS

A. Threshold

In order to be entitled to receive CDBG funds as an urban county, a county must qualify as an urban county under one of the following thresholds:

1. Have a total combined population of 200,000 or more (excluding metropolitan cities) from the unincorporated areas and participating incorporated areas; or
2. Have a total combined population of at least 100,000 but less than 200,000 from the unincorporated areas and participating incorporated areas, provided that, in the aggregate, those areas include the majority of persons of low and moderate income that reside in the county (outside of any metropolitan cities). Under this provision, the county itself is still required to have a minimum population of 200,000 (excluding metropolitan cities) to be potentially eligible. However, the urban county does not have to include each unit of general local government located therein, provided that the number of persons in the areas where the county has essential powers and in units of general local government where it has signed cooperation agreements equals at least 100,000. In addition those included areas must in the aggregate contain the preponderance of low and moderate income persons residing in the urban county (calculated by dividing the number of low and moderate income persons residing in the county by two and adding one). Metropolitan cities are not included in these calculations.
3. Meet specific requirements of Sec. 102(a)(6)(C) or (D) of Title I of the Housing and Community Development Act of 1974, as amended (the Act).

HUD must conduct a review to determine that a prospective urban county possesses essential community development and housing assistance powers in any unincorporated areas that are not units of general local government (UGLGs). HUD must also review all of the UGLGs within the county to determine those, if any, in which the county lacks such powers. The county must enter into cooperation agreements with any such units of local government that are to become part of the urban county. Such agreements would bind an UGLG to cooperate in the use of its powers in carrying out essential activities in accordance with the urban county's program. See Section IX for additional information on Determinations of Essential Powers.

## B. Consolidated Plan Requirements

In order to receive an Entitlement Grant in FY 2021, an urban county must have an approved Consolidated Plan (pursuant to 24 CFR 570.302 and Part 91). This includes urban counties newly qualifying during this qualification period; urban counties that continue to include the same communities previously included in the urban county; and those urban counties that are amending their urban county configurations to add communities that chose not to participate previously. Where an urban county enters into a joint agreement with a metropolitan city for CDBG purposes, a Consolidated Plan is submitted by the urban county to cover both governmental entities for the CDBG program.

Pursuant to 24 CFR Part 91, submission of a jurisdiction's Consolidated Plan may occur no earlier than November 15, and no later than August 16, of the Program Year for which CDBG, HOME, Emergency Solutions Grants (ESG) and Housing Opportunities for Persons With AIDS (HOPWA) funds are appropriated to cover the Federal fiscal period of October 1, 2020, through September 30, 2021. **An urban county's failure to submit its Consolidated Plan by August 16, 2020, will automatically result in a loss of CDBG funds for the 2020 program year (24 CFR 570.304(c)(1)) and termination of its qualification as an urban county (24 CFR 570.307(f)).** The Consolidated Plan must meet all requirements of 24 CFR Part 91, including all required certifications.

## C. Consolidated Plan Requirements Where the Urban County Is in a HOME Consortium

Where UGLGs form a "consortium" to receive HOME funding, the consortium submits the Consolidated Plan for the entire geographic area encompassed by the consortium (24 CFR 91.400). Therefore, if an urban county is a member of a HOME consortium, the consortium submits the Consolidated Plan, and the urban county, like all other CDBG entitlement grantees in the consortium, is only required to submit its own non-housing Community Development Plan (24 CFR 91.215(f)), an Action Plan (24 CFR 91.220) and the required Certifications (24 CFR 91.225(a) and (b)) as part of the consortium's Consolidated Plan. If an urban county has a CDBG joint agreement with a metropolitan city and both jurisdictions wish to receive HOME funds, they must form a HOME consortium to become one entity for HOME purposes. [For additional information on the requirements for consortia agreements, see 24 CFR 92.101 and the Notice of Procedures for Designation of Consortia as a Participating Jurisdiction for the HOME Program (CPD-13-002).] Although an urban county as a member of a HOME consortium is only required to submit its own non-housing Community Development Plan, Action Plan and required certifications, the program responsibilities as stated in Section VII of this notice are important regardless of whether the urban county is a member of a consortium. In this regard, and in light of the requirement to submit its own affirmatively furthering fair housing certification per 24 CFR 91.225(a), an urban county is encouraged to work with the lead entity for the consortium in developing and seeing to the submission of a Consolidated Plan that reflects fair housing strategies and actions. However, if the urban county is the lead entity rather than simply a participant in the HOME consortium, the urban county must submit the housing and homeless needs assessment, market analysis,

strategic plan, and the Action Plan on behalf of the consortium. The urban county and other entitlement communities that are members of the consortium must separately submit the certifications required at 24 CFR 91.225(a) and (b).

D. Synchronization of Urban County and HOME Qualification Periods

The CDBG urban county's and HOME consortium's qualification periods are for three successive years. If a member urban county's CDBG three-year cycle is not the same as the HOME consortium's, the HOME consortium may elect a qualification period shorter than three years to get in sync with the urban county's CDBG three-year qualification cycle, as permitted in 24 CFR 92.101(e). (All consortium members must also have the same program year start date.) See the March 24, 2016, memorandum from Harriet Tregoning to all CPD Formula Program Grantees and All CPD Field Office Directors on Incorporating 24 CFR Part 5 Affirmatively Furthering Fair Housing into 24 CFR 91.10 Consolidated Program Year, 24 CFR 91.105 Citizen Participation Plans for Local Governments and 24 CFR 91.115 Citizen Participation Plans for States, accessible at <https://www.hudexchange.info/resources/documents/CPD-Memo-Incorporating-24-CFR-Part-5-AFFH-into-the-Consolidated-Program-Year-and-Citizen-Participation-Plan.pdf>.

Urban counties have requested extensions until the middle to end of September to submit all required documents to the HUD Field Office because some of the governing bodies of units of government in urban counties do not meet during the summer months. When there are automatically renewing cooperation agreements, the urban county must submit a legal opinion from the county's counsel that the terms and provisions continue to be authorized under state and local law and that the agreement continues to provide full legal authority for the county. Copies of any executed amendments to automatically renewed cooperation agreements (if any) and, if locally required, governing body authorizations must also be submitted.

Although flexibility exists to permit extensions in unusual situations, Headquarters will not grant any extensions past mid-September. Urban counties must factor in instances such as the meeting schedules of elected bodies of units of general local government while completing the requalification process, perhaps by submitting the cooperation agreement for execution before the summer recess begins. There are urban counties that are also completing the qualification/ requalification process for HOME consortia at the same time they are completing the urban county qualification/requalification process. The qualification/requalification process for HOME consortia must be completed by the statutory deadline of September 30 in order for a HOME consortium to receive a formula allocation under HOME. If the urban county qualification/requalification process has not been completed by September 30, the consortium will not receive a HOME grant. To prevent this, all required documents must be received by HUD Field Offices by mid-September. This will allow Field Counsel time to review the cooperation agreements or amendments for legal sufficiency.

## II. QUALIFICATION SCHEDULE

The following schedule will govern the procedures for urban county qualification for the three-year qualification cycle of FYs 2021-2023. Unless noted otherwise, deadlines may only be extended by prior written authorization from Headquarters. Deadlines in paragraphs D, E, G, and I may be extended by the Field Office as specified below. However, no extension may be granted by the Field Office if it would have the effect of extending a subsequent deadline that the Field Office is not authorized to extend.

- A. By April 17, 2020, the HUD Field Office shall notify counties that may seek to qualify or requalify as an urban county of HUD's Determination of Essential Powers (see Section IX) as certified by the Field Office Counsel (see Attachment B, Counties Scheduled to Qualify or Requalify in 2020 for the 2021-2023 Qualification Period).
- B. By April 17, 2020, counties must notify split places of their options for exclusion from or participation in the urban county (see Attachment B and Section III, paragraph D, for an explanation of split places).
- C. By April 17, 2020, counties must notify each included unit of general local government, where the county is authorized to undertake essential community development and housing assistance activities without the consent of the governing body of the locality, of its right to elect to be excluded from the urban county, and the date by which it must make such election (see paragraph E, below). Included units of government must also be notified that they are not eligible to apply for grants under the State CDBG program while they are part of the urban county, and that, in becoming a part of the urban county, they automatically participate in the HOME and ESG programs if the urban county receives HOME and ESG funding, respectively. Moreover, while units of general local government may only receive a formula allocation under the HOME and ESG programs as part of the urban county, this does not preclude the urban county or a unit of government participating with the urban county from applying for HOME or ESG funds from the State, if the State allows.

Section 854(c) of the AIDS Housing Opportunity Act was amended by the Housing Opportunity Through Modernization Act of 2016 (HOTMA) to preserve the continued eligibility of FY 2016 HOPWA formula grantees, including Wake County, North Carolina, which is the HOPWA grantee for the Raleigh, NC, Metropolitan Statistical Area. Wake County is the only urban county that receives a HOPWA formula award from HUD under this arrangement. HOTMA also amended section 854(c) to allow a HOPWA formula grantee to enter into an agreement with an eligible alternative grantee, including a unit of general local government (which includes a county), to receive and administer the HOPWA formula allocation in its place. More information is available in Notice CPD-17-12, available at: <https://www.hudexchange.info/resources/documents/Notice-CPD-17-12-Implementation-of-HOTMA-Changes-to-the-HOPWA-Program.pdf>

A county that is already qualified as an urban county for FY 2020 (see Attachment E, Counties Qualified through 2021 or 2022 that Contain Nonparticipating Communities)



may elect to notify nonparticipating units of government that they now have an opportunity to join the urban county for the remainder of the urban county's qualification period (see paragraph H, below).

- D. By May 15, 2020, any county which has executed cooperation agreements with no specified end date is required to notify affected participating units of government in writing that the agreement will automatically be renewed unless the unit of government notifies the county in writing by June 7, 2020, (see paragraph F, below) of its intent to terminate the agreement at the end of the current qualification period (see Attachment B). Any extension of this deadline must be authorized in writing by the Field Office. An extension of more than seven days requires the Field Office to notify the Entitlement Communities Division by email or telephone.
- E. By May 15, 2020, any included unit of general local government, where the county does not need the consent of its governing body to undertake essential community development and housing assistance activities, that elects to be excluded from an urban county must notify the county and its HUD Field Office, in writing, that it elects to be excluded. Potential new entitlement cities are identified by the Census Bureau on or around July 1. Any unit of general local government that met metropolitan city status for the first time in a requalifying urban county will be given additional time to decide if it wants to be included or excluded since it will be notified of its status after the March 23 deadline (see Section VIII.E.). Any extension of this deadline must be authorized in writing by the Field Office. An extension of more than seven days requires notification of the Entitlement Communities Division by email or telephone.
- F. By June 19, 2020, any unit of government that has entered into a cooperation agreement with no specified end date with the county and elects not to continue participating with the county during the FY 2021-2023 qualification period must notify the county and its HUD Field Office in writing that it is terminating the agreement at the end of the current period. The county may allow additional time provided any such extension does not interfere with the county's ability to meet the deadline in paragraph J, below.
- G. By June 19, 2020, any unit of general local government that meets "metropolitan city" status for the first time and wishes to defer such status and remain part of the county, or to accept such status and become a joint recipient with the urban county, must notify the county and the HUD Field Office in writing that it elects to defer its metropolitan city status or to accept its status and join with the urban county in a joint agreement. Any metropolitan city that had deferred its status previously or had accepted its status and entered into a joint agreement with the urban county, and wishes to maintain the same relationship with the county for this next qualification period, must notify the county and the HUD Field Office in writing by this date. Any unit of general local government that meets metropolitan city status for the first time and is notified in early July by HUD thereof will have until August 21, 2020, to comply with the requirements of this paragraph. A potential metropolitan city that chooses to accept its entitlement status, but chooses not to enter into a joint agreement with the urban county, or a current metropolitan city that chooses not to maintain a joint agreement with the urban county, must also notify the urban

county and the HUD Field Office by June 5, 2020. Any extension of this deadline must be authorized in writing by the Field Office. An extension of more than seven days requires the Field Office to notify the Entitlement Communities Division by email or telephone.

- H. By July 17, 2020, any unit of general local government that is not currently participating in an urban county and chooses to participate for the remaining second or third year of the county's qualification period must notify the county and the HUD Field Office in writing that it elects to be included. The county may allow additional time provided any such extension does not interfere with the county's ability to meet the deadline in paragraph J, below.
- I. By July 17, 2020, HUD Field Offices must notify CPD's Systems Development and Evaluation Division via e-mail ([Abubakari.D.Zuberi@hud.gov](mailto:Abubakari.D.Zuberi@hud.gov)) whether cities that are already identified as potentially eligible metropolitan cities elect to defer or accept their status. For units of general local government that meet metropolitan city status for the first time and are notified in early July thereof, they must elect to defer or accept their status (as discussed in paragraph G, above) by August 21, 2020. For units of general local government notified in early July of their status as potential new metropolitan cities, Field Offices have until September 11, 2020, to notify the Systems Development and Evaluation Division of their decisions.
- J. By July 24, 2020, any county seeking to qualify as an urban county (see Attachment B) or to include any previously nonparticipating units of general local government into its configuration (see Attachment E) must submit to the appropriate HUD Field Office all qualification documentation described in Section IV, Documents to be Submitted to HUD. Any extension of this deadline must be authorized in writing by the Field Office and should not interfere with the Field Office's ability to meet the deadline in paragraph M. The Entitlement Communities Division and Field Counsel must be notified by email or telephone if an extension of more than seven days is needed. For HOME program purposes, the urban county configurations are final as of September 30 of every year. The HOME deadline is statutory and cannot be extended.
- K. By August 21, 2020, Field Office Counsel should complete the reviews of all cooperation agreements and related authorizations and certify that each cooperation agreement meets the requirements of Section V, Cooperation Agreements. Any delay in completion of the review must not interfere with the Field Office's ability to meet the deadline in paragraph M. The Entitlement Communities Division should be notified by email or telephone of any delay in the Field Counsel's review. **Note: If a county is using a renewable agreement and has submitted a legal opinion that the terms and conditions of the agreement continue to be authorized (see Section IV, paragraph E), review of such opinion by Field Office Counsel is optional. However, field counsel must review the agreement to ensure that any new requirements implemented by statute or regulation are incorporated into the agreement or added by an amendment to the agreement.**
- L. During mid to late June, Headquarters will post the urban county worksheets for each qualifying and requalifying urban county (listed on Attachment B) on the CPD Grants

Management Process (GMP) system. **All information on included units of government must be completed via GMP.** Specific instructions for completing these electronic worksheets will be provided by the CPD Systems Development and Evaluation Division at the time they are posted on GMP.

M. By August 28, 2020, Field Offices shall update and complete the form electronically for each qualifying or requalifying county. The revised worksheet must be sent to the appropriate county for verification of data (via FAX, email, or regular mail). The Systems Development and Evaluation Division will have access to the completed worksheets in GMP. Field Offices shall also concurrently make available to the Systems Development and Evaluation Division (and each affected urban county) a memorandum that identifies any urban county already qualified for FY 2020 that is adding any new units of government, together with the names of the newly included units of government (see Attachment E). THIS DEADLINE MAY NOT BE EXTENDED WITHOUT PRIOR WRITTEN AUTHORIZATION FROM THE ENTITLEMENT COMMUNITIES DIVISION.

N. By September 11, 2020 (or soon thereafter), Headquarters will complete its review of the urban county status worksheets and memoranda for those urban counties adding new units of government. The Field Offices will have access to the updated worksheets and, where necessary, an indication of any apparent discrepancies, problems or questions – all noted in GMP. The Field Office is to verify the data (on the website at <http://hudatwork.hud.gov/po/d/field/participation/index.cfm>) and notify the Systems Development and Evaluation Division within seven days if any problems exist. If there are no problems, Field Offices will notify each county seeking to qualify as an urban county of its urban county status for FY 2021-2023 by September 25, 2020.

### III. QUALIFICATION ACTIONS TO BE TAKEN BY COUNTY

The following actions are to be taken by the urban county:

#### A. Cooperation Agreements/Amendments

Urban counties that must enter into cooperation agreements or amendments, as appropriate, with the units of general local government located in whole or in part within the county, must submit to HUD executed cooperation agreements, together with evidence of authorization by the governing bodies of both parties (county and UGLG) executed by the proper officials in sufficient time to meet the deadline for submission indicated in the schedule (see Section V, Cooperation Agreements, paragraph A). Cooperation agreements must meet the standards in Section V of this Notice.

Where urban counties do not have the authority to carry out essential community development and housing activities without the consent of the unit(s) of general local government located therein, urban counties are required to have executed

cooperation agreements with these units of government that elect to participate in the urban counties' CDBG programs.

**B. Notification of Opportunity to Be Excluded**

Units of general local government in which counties have authority to carry out essential community development and housing activities without the consent of the local governing body are automatically included in the urban county unless they elect to be excluded at the time of qualification or requalification. Any county that has such units of general local government must notify each such unit that it may elect to be excluded from the urban county. The unit of government must be notified:

1. That if it chooses to remain with the urban county, it is ineligible to apply for grants under the State CDBG program while it is part of the urban county;
2. That if it chooses to remain with the urban county, it is also a participant in the HOME program if the urban county receives HOME funding and may only receive a formula allocation under the HOME Program as a part of the urban county, although this does not preclude the urban county or a unit of government within the urban county from applying to the State for HOME funds, if the State allows;
3. That if it chooses to remain with the urban county, it is also a participant in the ESG program if the urban county receives ESG funding and may only receive a formula allocation under the ESG Program as a part of the urban county, although this does not preclude the urban county or a unit of government within the urban county from applying to the State for ESG funds, if the State allows;
4. That if it chooses to be excluded from the urban county, it must notify both the county and the HUD Field Office of its election to be excluded by the date specified in Section II, Qualification Schedule, paragraph E; and
5. That such election to be excluded will be effective for the entire three-year period for which the urban county qualifies, unless the excluded unit specifically elects to be included in a subsequent year for the remainder of the urban county's three-year qualification period.

**C. Notification of Opportunity to Be Included**

If a currently qualified urban county has one or more nonparticipating units of general local government (see Attachment E), the county may notify, in writing, any such unit of local government during the second or third year of the qualification period that the local government has the opportunity to be included for the remaining period of urban county qualification. This written notification must include the deadline for such election, and must state that the unit of general

local government must notify the county and the HUD Field Office, in writing, of its official decision to be included. If cooperation agreements are necessary, the unit electing to be included in the county for the remainder of the qualification period must also execute, with the county, a cooperation agreement meeting the standards in Section V, Cooperation Agreements. The agreement must be received by the HUD Field Office by the date specified in Section II, Qualification Schedule, paragraph J.

D. Notification of Split Places

Counties seeking qualification as urban counties and having units of general local government with any population located only partly within the county must notify these units of their rights by the date provided in Section II, Qualification Schedule, paragraph B. Specifically, the county must provide the following notifications:

1. Where a split place is partly located within only one urban county, one of the following rules applies:
  - a. If it is a split place in which the county has essential powers, the entire area of the split place will be included in the urban county for the urban county qualification period unless the split place has opted out; or
  - b. If the split place can only be included in the county upon the execution of a cooperation agreement, the entire area of the split place will be included in the urban county for the urban county qualification period upon execution of such an agreement.
2. Where the split place is partially located within two or more urban counties, the split place may elect one of the following:
  - a. to be excluded from all urban counties;
  - b. to be entirely included in one urban county and excluded from all other such counties; or
  - c. to participate as a part of more than one of the urban counties in which it is partially located provided that a single portion of the split place cannot be included in more than one entitled urban county at a time, and all parts of the split place are included in one of the urban counties.

E. Notification of Opportunity to Terminate Agreement

Urban counties that have agreements that will be automatically renewed at the end of the current qualification period unless action is taken by the unit of government to terminate the agreement must, by the date provided in Section II, Qualification

Schedule, paragraph D, notify such units that they can terminate the agreement and not participate during the 2021-2023 qualification period.

#### IV. DOCUMENTS TO BE SUBMITTED TO HUD

Any county seeking to qualify as an urban county for FY 2021-2023 or that wishes to exercise its option to include units of government that are not currently in the urban county's CDBG program must submit the following to the responsible HUD Field Office:

- A. A copy of the letter that notified applicable units of general local government (and a list of applicable units of government) of their right to decide to be excluded from the urban county along with a copy of letters submitted to the county from any such units of general local government requesting exclusion (see Section III, Qualification Actions to Be Taken by County, paragraph B). This does not apply to an already qualified urban county adding communities.
- B. A copy of the letter from any unit of general local government joining an already qualified county that officially notifies the county of its election to be included (see Section III, paragraph C).
- C. Where applicable, a copy of the letter from:
  - 1. Any city that may newly qualify as a metropolitan city but seeks to defer that status;
  - 2. Any city currently deferring metropolitan city status that seeks to continue to defer such status;
  - 3. Any city accepting metropolitan city status stating that it will enter into a joint agreement with the urban county and a letter from the county affirming its willingness to enter into a joint agreement with that city;
  - 4. Any city accepting metropolitan city status that will cease participation in the urban county's CDBG program. (See Section II, Qualification Schedule, paragraph G.)
- D. For a county that has cooperation agreements in effect that provide for automatic renewal, a copy of the letter sent by the county that notified affected units of government that the agreement will be renewed unless the county is notified by the unit of government to terminate the agreement, and a copy of any such letter from any unit(s) of government requesting termination (see Section III, paragraph E).
- E. Where applicable, copies of fully executed cooperation agreements, amended agreements, or stand-alone amendments between the county and its included units of general local government, including any cooperation agreements from applicable

units of general local government covered under Section III, Qualification Actions to be Taken by County, paragraph C, and the opinions of county counsel and governing body authorizations required in Section V, Cooperation Agreements, paragraphs B and C.

For a county that has cooperation agreements in effect that provide for automatic renewal of the urban county qualification period as provided under Section V, Cooperation Agreements, paragraph E, at the time of such automatic renewal, the documents to be submitted are: (1) a legal opinion from the county's counsel that the terms and provisions continue to be authorized under state and local law and that the agreement continues to provide full legal authority for the county; (2) copies of any executed amendments to automatically renewed cooperation agreements (if any); and, (3) if locally required, governing body authorizations.

- F. Any joint request(s) for inclusion of a metropolitan city as a part of the urban county as permitted by Section VIII, paragraph A, Metropolitan City/Urban County Joint Recipients, along with a copy of the required cooperation agreement(s). If either the urban county or the metropolitan city fall under the "exception criteria" at 24 CFR 570.208(a)(1)(ii) for activities that benefit low- and moderate-income residents of an area, the urban county must notify, in writing, the metropolitan city of the potential effects of such joint agreements on such activities. See Section VIII, paragraph A, for further clarification.

All jurisdictions seeking to qualify as an urban county for the first time must ensure that all documents outlined in this Section that are submitted to the HUD Field Office are also submitted to the Entitlement Communities Division in HUD Headquarters for review. The original documents should be submitted to the HUD Field Office and the copies to HUD Headquarters.

## V. COOPERATION AGREEMENTS

All cooperation agreements must meet the following standards in order to be found acceptable:

- A. The governing body of the county and the governing body of the cooperating unit of general local government shall authorize the agreement and the chief executive officer of each unit of general local government shall execute the agreement.
- B. The agreement must contain, or be accompanied by, a legal opinion from the county's counsel that the terms and provisions of the agreement are fully authorized under State and local law and that the agreement provides full legal authority for the county. Where the county does not have such authority, the legal opinion must state that the participating unit of general local government has the authority to undertake, or assist in undertaking, essential community renewal and lower income housing assistance activities. A mere certification by the county's counsel that the agreement is approved as to form is insufficient and unacceptable.

- C. The agreement must state that the agreement covers the CDBG Entitlement program and, where applicable, the HOME Investment Partnership (HOME) and Emergency Solutions Grants (ESG) Programs (i.e., where the urban county receives funding under the ESG program, or receives funding under the HOME program as an urban county or as a member of a HOME consortium).
- D. The agreement must state that, by executing the CDBG cooperation agreement, the included unit of general local government understands that it:
1. May not apply for grants from appropriations under the State CDBG Program for fiscal years during the period in which it participates in the urban county's CDBG program; and
  2. May receive a formula allocation under the HOME Program only through the urban county. Thus, even if the urban county does not receive a HOME formula allocation, the participating unit of local government cannot form a HOME consortium with other local governments. (Note: This does not preclude the urban county or a unit of government participating with the urban county from applying to the State for HOME funds, if the state allows. An existing renewable agreement need not be amended to add this Note. It is included here only for purposes of clarification.); and
  3. May receive a formula allocation under the ESG Program only through the urban county. (Note: This does not preclude the urban county or a unit of general local government participating with the urban county from applying to the State for ESG funds, if the state allows. An existing renewable agreement need not be amended to add this Note. It is included here only for purposes of clarification.)
- E. The agreement must specify the three years covered by the urban county qualification period (e.g., Federal FYs 2021-2023), for which the urban county is to qualify to receive CDBG entitlement funding or, where applicable, specify the remaining one or two years of an existing urban county's qualification period. At the option of the county, the agreement may provide that it will automatically be renewed for participation in successive three-year qualification periods, unless the county or the participating unit of general local government provides written notice it elects not to participate in a new qualification period. A copy of that notice must be sent to the HUD Field Office.

Where such agreements are used, the agreement must state that, by the date specified in HUD's urban county qualification notice for the next qualification period, the urban county will notify the participating unit of general local government in writing of its right not to participate. A copy of the county's notification to the jurisdiction must be sent to the HUD Field Office by the date specified in the urban county qualification schedule in Section II.



- F. Cooperation agreements with automatic renewal provisions must include a stipulation that requires each party to adopt any amendment to the agreement incorporating changes necessary to meet the requirements for cooperation agreements set forth in an Urban County Qualification Notice applicable for a subsequent three-year urban county qualification period, and to submit such amendment to HUD as provided in the urban county qualification notice (see Section IV, Documents to be Submitted to HUD, paragraph E), and that such failure to comply will void the automatic renewal for such qualification period.
- G. The agreement must provide that it remains in effect until the CDBG (and, where applicable, HOME and ESG) funds and program income received (with respect to activities carried out during the three-year qualification period, and any successive qualification periods under agreements that provide for automatic renewals) are expended and the funded activities completed, and that the county and participating unit of general local government cannot terminate or withdraw from the cooperation agreement while it remains in effect.
- H. The agreement must expressly state that the county and the cooperating unit of general local government agree to "cooperate to undertake, or assist in undertaking, community renewal and lower-income housing assistance activities." If the county does not have such powers, the agreement must expressly state that the cooperating unit of general local government agrees to "undertake, or assist in undertaking, community renewal and lower-income housing assistance activities." As an alternative to this wording, the cooperation agreement may reference State legislation authorizing such activities, but only with the approval of the specific alternative wording by HUD Field Counsel.

The agreement must contain an explicit provision obligating the county and the cooperating units of general local government to take all actions necessary to assure compliance with the urban county's certification under section 104(b) of Title I of the Housing and Community Development Act of 1974, that the grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act and will affirmatively further fair housing. See 24 CFR 91.225(a) and 5.105(a). The provision must also include the obligation to comply with section 109 of Title I of the Housing and Community Development Act of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973 of Title II of the Americans with Disabilities Act, the Age Discrimination Act of 1975, and Section 3 of the Housing and Urban Development Act of 1968. The provision must also include the obligation to comply with other applicable laws. The agreement shall also contain a provision prohibiting urban county funding for activities in, or in support of, any cooperating unit of general local government that does not affirmatively further fair housing within its own jurisdiction or that impedes the county's actions to comply with the county's fair housing certification. This provision is required because noncompliance by a unit of general local government included in an urban county may constitute noncompliance by the grantee (i.e., the urban

county) that can, in turn, provide cause for funding sanctions or other remedial actions by the Department.

Periodically, statutory or regulatory changes may require urban counties to amend their agreements to add the new provision(s). Urban counties may draft a separate amendment to their existing agreements that includes the new provision(s) rather than drafting a new cooperation agreement that contains the new provisions. However, the separate amendment must be executed by an official representative of each of the participating units of general local government and the urban county.

- I. The agreement must expressly state "that the cooperating unit of general local government has adopted and is enforcing:
  1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
  2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions."
- J. The agreement may not contain a provision for veto or other restriction that would allow any party to the agreement to obstruct the implementation of the approved Consolidated Plan during the period covered by the agreement. The county has final responsibility for selecting CDBG (and, where applicable, HOME and ESG) activities and submitting the Consolidated Plan to HUD, although if the county is a member of a HOME consortium, the consortium submits the Plan developed by the county (see Section I, General Requirements, paragraph C).
- K. The agreement must contain language specifying that, pursuant to 24 CFR 570.501(b), the unit of local government is subject to the same requirements applicable to subrecipients, including the requirement of a written agreement as described in 24 CFR 570.503 (see Section VIII, Special Considerations, paragraph B).
- L. A county may also include in the cooperation agreement any provisions authorized by State and local laws that legally obligate the cooperating units to undertake the necessary actions, as determined by the county, to carry out a community development program and the approved Consolidated Plan and/or meet other requirements of the CDBG (and, where applicable, HOME and ESG) program and other applicable laws.
- M. The county must also include a provision in the cooperation agreement that a unit of general local government may not sell, trade, or otherwise transfer all or any portion of such funds to another such metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG

funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under title I of the Act. Urban counties

requalifying in 2020 for FYs 2021-2023 must incorporate this language into cooperation agreements by revision or amendment.

## VI. PERIOD OF QUALIFICATION

### A. General

Any county that qualifies as an urban county will be entitled to receive funds as an urban county for three consecutive fiscal years regardless of changes in its population or boundary or population changes in any communities contained within the urban county during that period, provided funds are appropriated by Congress and the county submits its annual Action Plan by August 16 of each year. However, during the period of qualification, no included unit of general local government may withdraw from the urban county unless the urban county does not receive a grant for any year during such period.

The urban county's grant amount is calculated annually and will reflect the addition of any new units of general local government during the second and third years of the period of qualification.

Any unincorporated portion of the county that incorporates during the urban county qualification period will remain part of the urban county through the end of the three-year period.

Any unit of general local government that is part of an urban county will continue to be included in the urban county for that county's qualification period, even if it meets the criteria to be considered a "metropolitan city" during that period. Such an included unit of general local government cannot become eligible for a separate entitlement grant as a metropolitan city while participating as a part of an urban county (see Section VIII, paragraph E).

### B. Retaining Urban County Classification

Any county classified as an urban county in FY 1999 may, at the option of the county, remain classified as an urban county.

Any county that became classified as an urban county in FY 2000 or later and was so classified for at least two years will retain its classification as an urban county, unless the urban county qualified under section 102(a)(6)(A) of Title I of the Housing and Community Development Act of 1974, as amended, and fails to requalify under that section due to the election of a currently participating non-entitlement community to opt out or not to renew a cooperation agreement (for reasons other than becoming an eligible metropolitan city).

## VII. URBAN COUNTY PROGRAM RESPONSIBILITIES

The county, as the CDBG grant recipient, either for the urban county or a joint recipient (see Section VIII, paragraph A, Metropolitan City/Urban County Joint Recipients) has full responsibility for the execution of the community development program, for following its Consolidated Plan, and for meeting the requirements of other applicable laws (e.g., National Environmental Policy Act, Uniform Relocation Act, Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of Title I of the Housing and Community Development Act of 1974, the Americans with Disabilities Act of 1990). The county's responsibility must include these functions even where, as a matter of administrative convenience or State law, the county permits the participating units of general local government to carry out essential community development and housing assistance activities. The county will be held accountable for the accomplishment of the community development program, for following its Consolidated Plan, and for ensuring that actions necessary for such accomplishment are taken by cooperating units of general local government.

## VIII. SPECIAL CONSIDERATIONS

### A. Metropolitan City/Urban County Joint Recipients

Any urban county and any metropolitan city located in whole or in part within that county can ask HUD to approve the inclusion of the metropolitan city as a part of the urban county for purposes of planning and implementing a joint community development and housing assistance program. HUD will consider approving a joint request only if it is signed by the chief executive officers of both entities and is submitted at the time the county is seeking its qualification as an urban county. A joint request will be deemed approved unless HUD notifies the city and the county otherwise within 30 days following submission of the joint request and an executed cooperation agreement meeting the requirements specified under Section V, Cooperation Agreements. An urban county may be joined by more than one metropolitan city, but a metropolitan city located in more than one urban county may be a joint recipient with only one urban county at a time.

Upon urban county qualification and HUD approval of the joint request and cooperation agreement, the metropolitan city becomes a part of the urban county for purposes of program planning and implementation for the entire period of the urban county qualification and will be treated by HUD as any other unit of general local government that is a part of the urban county. When a metropolitan city joins an urban county in this manner, the grant amount is the sum of the amounts authorized for the individual metropolitan city and urban county. The urban county becomes the grant recipient.

A metropolitan city in a joint agreement with the urban county is treated the same as any other unit of general local government that is part of the urban county for

purposes of the CDBG program, but not for the HOME or ESG programs. If the metropolitan city does not qualify to receive a separate allocation of HOME funds, to be considered for HOME funding as part of the urban county, it may form a HOME consortium with the urban county. If the metropolitan city qualifies to receive a separate allocation of HOME funds, it has two options: (1) it may form a HOME consortium with the county, in which case it will be included as part of the county when the HOME funds for the county are calculated; or (2) the metropolitan city may administer its HOME program on its own. NOTE: The execution of a CDBG joint agreement between an urban county and metropolitan city does not in itself satisfy HOME requirements for a written consortia agreement. For additional information on the requirements for consortia agreements, see 24 CFR 92.101 and the Notice of Procedures for Designation of Consortia as a Participating Jurisdiction for the HOME Program (CPD-13-002).

The ESG program does provide for joint agreements among certain grantees; however, there are separate requirements that apply to those joint agreements. A metropolitan city and an urban county that each receive an allocation under ESG and are located within a geographic area that is covered by a single Continuum of Care (CoC) may jointly request the Secretary of Housing and Urban Development to permit the urban county or the metropolitan city, as agreed to by such county and city, to receive and administer their combined allocations under a single grant. For more information about joint agreements for the ESG program, contact Marlisa Grogan at 603-666-7510, Ext. 3049 or [Marlisa.M.Grogan@hud.gov](mailto:Marlisa.M.Grogan@hud.gov).

Counties and metropolitan cities considering a joint request should be aware that significant effects could occur where either the urban county or the metropolitan city would otherwise fall under the "exception rule" criteria for activities that benefit low- and moderate-income residents on an area basis (see 24 CFR 570.208(a)(1)(ii)). Joint agreements result in a modification to an urban county's configuration, and a change in the mix of census block groups in an urban county is likely to change the relative ranking of specific block groups by quartile, thus affecting the minimum concentration of low- and moderate-income persons under the "exception rule." HUD will make a rank-ordering computer run available to counties and metropolitan cities considering joint participation to assist them in determining the possible effects of inclusion and how such an agreement may impact their respective programs.

#### B. Subrecipient Agreements

The execution of cooperation agreements meeting the requirements of Section V, Cooperation Agreements, between an urban county and its participating units of local government does not in itself satisfy the requirement for a written subrecipient agreement required by the regulations at 24 CFR 570.503. Where a participating unit of general local government carries out an eligible activity funded by the urban county, the urban county is responsible, prior to disbursing any CDBG funds for any such activity or project, for executing a written subrecipient agreement with the unit

of government containing the minimum requirements found at 24 CFR 570.503. The subrecipient agreement must remain in effect during any period that the unit of local government has control over CDBG funds, including program income.

C. Ineligibility for State CDBG Program

An urban county's included units of general local government are ineligible to apply for grants from appropriations under the State CDBG Program for fiscal years during the period in which they are participating in the Entitlement CDBG program with the urban county.

D. Eligibility for a HOME Consortium

When included units of local government become part of an urban county for the CDBG Program, they are part of the urban county for the HOME Program and may receive HOME funds only as part of the urban county or from the State. Thus, even if the urban county does not receive a HOME formula allocation, the participating unit of local government cannot form a HOME consortium with other local governments. This does not preclude the urban county or a unit of government within an urban county from applying to the State for HOME funds, if the State allows. However, a unit of local government that chooses to opt out of the urban county may become part of a HOME consortium by signing the HOME consortium agreement.

E. Counties with Potential Metropolitan Cities

If a county includes an unit of general local government that believes its population meets the statutory threshold to enable it to receive CDBG entitlement funds as a metropolitan city directly, but the city and county have not yet received notification from HUD regarding metropolitan city eligibility, HUD has identified two options a county may use to address such situations:

1. The county and community can negotiate a schedule that will provide the community additional time to receive notification from HUD of its eligibility as a potential new metropolitan city and, if the community does not reach metropolitan city status (or becomes eligible and elects to defer its status), execute a cooperation agreement and still meet the deadlines identified in this Notice; or
2. If a county believes delaying the execution of a cooperation agreement until HUD provides such notification will prohibit it from meeting the submission deadlines in this Notice, the county may want to include a clause in the agreement that provides that the agreement will be voided if the community is advised by HUD, prior to the completion of the requalification process for FY 2021-2023, that it is eligible to become a metropolitan city and the community elects to take its entitlement status. If such a clause is used, it must state that if the agreement is not voided on the basis of the community's eligibility as a metropolitan city prior to July 24, 2020 (or a later date

if approved in writing by HUD), the community must remain a part of the county for the entire three-year period of the county's qualification.

Option 1 is preferred. Option 2 is available if a county wishes to use it, although there is concern that a community may believe that the use of a clause that may void the agreement will enable it to "opt out" later in the three-year period of qualification if it reaches the population during that time to be a metropolitan city. Therefore, any such clause must be clear that it applies only for a limited period of time.

There are jurisdictions that may potentially qualify as urban counties for the first time because they contain one or more metropolitan cities that may consider relinquishing their status as entitlement grantees. If a county has a metropolitan city or cities that are willing to relinquish its/their status as entitlement grantee(s) and the county wants to begin the process of qualifying as an urban county, the Entitlement Communities Division in HUD Headquarters should be notified as soon as possible, but no later than two weeks after the county notifies the Field Office of its intent to qualify as an urban county. A list of these counties is provided as Attachment F.

#### F. Incorporated Unit of General Local Government Dissolution

A unit of general local government located in an urban county may unincorporate or dissolve or merge with another unit of general local government. Assuming the urban county possesses essential community development and housing assistance powers, the dissolved unit of general local government will automatically be considered as part of the urban county for CDBG program purposes. If the dissolved unit of government merges into another unit of general local government that already participates in the urban county, then the newly expanded unit of government will be a participant in the urban county's CDBG program. The cooperation agreement between the urban county and the expanded unit of general local government will need to be submitted to the Field Office for Field Counsel review.

The Bureau of Census' (Census) designation of a former incorporated unit of general local government as dissolved or a former unincorporated unit of general local government as incorporated is important because Section 102(b) of the Housing and Community Development Act of 1974, as amended, requires the definitions in Section 102(a) such as city, metropolitan city, and urban county to be based on the most recent data compiled by Census. Therefore, Census must recognize the former incorporated unit of general local government as dissolved for it to be recognized by HUD as no longer being an incorporated unit of general local government.

If the urban county is requalifying this year or the following year, and the unit of general local government is recognized as dissolved by Census, the former unit of general local government will be considered a part of the unincorporated area of the urban county. In that instance, CDBG funds may be used to assist activities that will be located in the former unit of general local government, and its residents may benefit from CDBG-assisted activities.

If the urban county is requalifying this year, and the unit of general local government is not recognized as dissolved by Census (although dissolution has occurred), it will become part of the urban county, since the unit of government will legally cease to exist.

G. Qualification of New York Towns as Metropolitan Cities

In the state of New York, there are towns that can qualify as metropolitan cities. These towns are required to secure the participation of all of the incorporated villages located within their boundaries to attain metropolitan city status. As metropolitan cities, these towns may receive their own CDBG grants. New York towns requalify every three years.

There are eight New York towns (Greensburgh, Hempstead, North Hempstead, Oyster Bay, Clarkstown, Ramapo, Smithtown, and Southampton) that are located in existing urban counties and are eligible to be metropolitan cities, but have not taken steps to qualify as metropolitan cities. They decided to participate in their respective urban counties' CDBG programs as participating units of general government. However, when the urban counties in which the towns are located requalify, these eight towns may decide to become metropolitan cities and administer their own CDBG programs. This means that the towns have elected to leave the urban counties in which they were participating as units of general local government. If a New York town decides to become a metropolitan city and administer its own CDBG program, the following steps must be taken:

1. The New York town should decide before the urban county requalification process starts (usually March or April) whether it will accept its metropolitan city status. Past experience has demonstrated that units of general local government need a lot of time to complete all of the necessary processes, so HUD recommends that this decision-making process start in the year before the urban county's requalification year. The town must secure the participation of all of the villages located within its boundaries by execution of a cooperation agreement with those villages. Depending on local circumstances, it may take several months to notify every village in writing of its intent to become a separate entitlement community and to secure the participation of all of the villages. The town cannot qualify as an entitlement grantee unless it secures the participation of all of the villages. For example, Blue County is requalifying in 2021 for 2022-2024. The town of Orange has been participating in the county's CDBG program but would like to become an entitlement grantee and administer its own CDBG program. It is advisable that the town make this decision during 2020 so it can begin to contact the villages and secure their participation in the town's CDBG program.
2. The urban county is required to notify all participating units of general local government in writing (typically, in April) that they may choose to opt out of



participation in the urban county's CDBG program. The units of general local government must notify the urban counties in writing of their decisions by the due date (typically, in June) in Section II of the urban county Qualification/Requalification Notice. The New York town must respond to the urban county's correspondence by that date. If the town has an automatically renewing cooperation agreement with the urban county, it must notify the county (typically by mid-June) that it is terminating the cooperation agreement. The urban county must be notified by the established deadlines in this Notice so that it may complete the requalification process in a timely manner. Failure to meet the established deadlines may result in the New York town having to remain as part of the urban county for the next three-year qualification period. Furthermore, if a town notifies its respective urban county that it is leaving, and then does not sign up all the villages, then the town and any villages that have signed on to the towns may be excluded from the urban county but cannot receive separate metropolitan city funding because it did not qualify.

#### IX. DETERMINATIONS OF ESSENTIAL POWERS

- A. For new urban counties, HUD Field Office Counsel must initially determine whether each county within its jurisdiction that is eligible to qualify as an urban county has powers to carry out essential community renewal and lower-income housing assistance activities. For requalifying urban counties, the Field Office Counsel may rely on its previous determination(s) unless there is evidence to the contrary. In assessing such evidence, Field Office counsel may consider information provided by the county and its included units of general local government as well as other relevant information obtained from independent sources.

For these purposes, the term "essential community development and housing assistance activities" means community renewal and lower-income housing assistance activities. Activities that may be accepted as essential community development and housing assistance activities might include, but are not limited to (1) acquisition of property for disposition for private reuse, especially for low- and moderate-income housing; (2) direct rehabilitation of or financial assistance to housing; (3) low rent housing activities; (4) disposition of land to private developers for appropriate redevelopment; and (5) condemnation of property for low-income housing.

In making the required determinations, Field Office Counsel must consider both the county's authority and, where applicable, the authority of its designated agency or agencies. Field Office Counsel shall make such determinations as identified below and concur in notifications to the county(ies) about these issues.

- B. For new and requalifying counties, the notification by the Field Office required under Section II, paragraph A, must include the following determinations:

1. Whether the county is authorized to undertake essential community development and housing assistance activities in its unincorporated areas, if any, which are not units of general local government.
2. In which of the county's units of general local government the county is authorized to undertake essential community development and housing assistance activities without the consent of the governing body of the locality. The population of these units of local government will be counted towards qualification of the urban county unless they specifically elect to be excluded from the county for purposes of the CDBG program and so notify both the county and HUD in writing by June 5, 2020 (see Section II, paragraph E); and,
3. In which of the county's units of general local government the county is either (a) not authorized to undertake essential community development and housing assistance activities or (b) may do so only with the consent of the governing body of the locality. The population of these units of local government will only be counted if they have signed cooperation agreements with the county that meet the standards set forth in Section V of this Notice.

## **ATTACHMENT A**

### **ALL CURRENTLY QUALIFIED URBAN COUNTIES**

#### **NEW ENGLAND FIELD OFFICES**

MAINE

CUMBERLAND COUNTY

#### **NEW YORK/NEW JERSEY FIELD OFFICES**

NEW JERSEY

ATLANTIC COUNTY

NEW JERSEY

BERGEN COUNTY

NEW JERSEY

BURLINGTON COUNTY

NEW JERSEY

CAMDEN COUNTY

NEW JERSEY

ESSEX COUNTY

NEW JERSEY

GLOUCESTER COUNTY

NEW JERSEY

HUDSON COUNTY

NEW JERSEY

MIDDLESEX COUNTY

NEW JERSEY

MONMOUTH COUNTY

NEW JERSEY

MORRIS COUNTY

NEW JERSEY

OCEAN COUNTY

NEW JERSEY

PASSAIC COUNTY

NEW JERSEY

SOMERSET COUNTY

NEW JERSEY

UNION COUNTY

NEW YORK

DUTCHESS COUNTY

NEW YORK

ERIE COUNTY

NEW YORK

MONROE COUNTY

NEW YORK

NASSAU COUNTY

NEW YORK

ONONDAGA COUNTY

NEW YORK

ORANGE COUNTY

NEW YORK

ROCKLAND COUNTY

NEW YORK

SUFFOLK COUNTY

NEW YORK

WESTCHESTER COUNTY

#### **MID-ATLANTIC FIELD OFFICES**

DELAWARE

NEW CASTLE COUNTY

MARYLAND

ANNE ARUNDEL COUNTY

MARYLAND

BALTIMORE COUNTY

MARYLAND

HARFORD COUNTY

MARYLAND

HOWARD COUNTY

MARYLAND  
MARYLAND

PENNSYLVANIA  
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VIRGINIA  
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VIRGINIA

MONTGOMERY COUNTY  
PRINCE GEORGES COUNTY

ALLEGHENY COUNTY  
BEAVER COUNTY  
BERKS COUNTY  
BUCKS COUNTY  
CHESTER COUNTY  
CUMBERLAND COUNTY  
DAUPHIN COUNTY  
DELAWARE COUNTY  
LANCASTER COUNTY  
LEHIGH COUNTY  
LUZERNE COUNTY  
MONTGOMERY COUNTY  
NORTHAMPTON COUNTY  
WASHINGTON COUNTY  
WESTMORELAND COUNTY  
YORK COUNTY

ARLINGTON COUNTY  
CHESTERFIELD COUNTY  
FAIRFAX COUNTY  
HENRICO COUNTY  
LOUDOUN COUNTY  
PRINCE WILLIAM COUNTY

**SOUTHEAST/CARIBBEAN FIELD OFFICES**

ALABAMA  
ALABAMA

FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA

JEFFERSON COUNTY  
MOBILE COUNTY

BREVARD COUNTY  
BROWARD COUNTY  
COLLIER COUNTY  
ESCAMBIA COUNTY  
HILLSBOROUGH COUNTY  
JACKSONVILLE-DUVAL COUNTY  
LAKE COUNTY  
LEE COUNTY  
MANATEE COUNTY  
MARION COUNTY

FLORIDA  
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GEORGIA

NORTH CAROLINA  
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NORTH CAROLINA  
NORTH CAROLINA

SOUTH CAROLINA  
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SOUTH CAROLINA  
SOUTH CAROLINA  
SOUTH CAROLINA  
SOUTH CAROLINA

TENNESSEE  
TENNESSEE

#### **MIDWEST FIELD OFFICES**

ILLINOIS  
ILLINOIS  
ILLINOIS  
ILLINOIS  
ILLINOIS

MIAMI-DADE COUNTY  
ORANGE COUNTY  
OSCEOLA COUNTY  
PALM BEACH COUNTY  
PASCO COUNTY  
PINELLAS COUNTY  
POLK COUNTY  
SARASOTA COUNTY  
SEMINOLE COUNTY  
ST. JOHNS COUNTY  
VOLUSIA COUNTY

CHEROKEE COUNTY  
CLAYTON COUNTY  
COBB COUNTY  
DE KALB COUNTY  
FULTON COUNTY  
GWINNETT COUNTY  
HENRY COUNTY

CUMBERLAND COUNTY  
MECKLENBURG COUNTY  
UNION COUNTY  
WAKE COUNTY

CHARLESTON COUNTY  
GREENVILLE COUNTY  
HORRY COUNTY  
LEXINGTON COUNTY  
RICHLAND COUNTY  
SPARTANBURG COUNTY

KNOX COUNTY  
SHELBY COUNTY

COOK COUNTY  
DU PAGE COUNTY  
KANE COUNTY  
LAKE COUNTY  
MADISON COUNTY

ILLINOIS  
ILLINOIS  
ILLINOIS

MCHENRY COUNTY  
ST, CLAIR COUNTY  
WILL COUNTY

INDIANA  
INDIANA

HAMILTON COUNTY  
LAKE COUNTY

MICHIGAN  
MICHIGAN  
MICHIGAN  
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MICHIGAN

GENESEE COUNTY  
KENT COUNTY  
MACOMB COUNTY  
OAKLAND COUNTY  
WASHTENAW COUNTY  
WAYNE COUNTY

MINNESOTA  
MINNESOTA  
MINNESOTA  
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MINNESOTA

ANOKA COUNTY  
DAKOTA COUNTY  
HENNEPIN COUNTY  
RAMSEY COUNTY  
ST. LOUIS COUNTY  
WASHINGTON COUNTY

OHIO  
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OHIO

BUTLER COUNTY  
CLERMONT COUNTY  
CUYAHOGA COUNTY  
FRANKLIN COUNTY  
HAMILTON COUNTY  
LAKE COUNTY  
MONTGOMERY COUNTY  
STARK COUNTY  
SUMMIT COUNTY  
WARREN COUNTY

WISCONSIN  
WISCONSIN  
WISCONSIN

DANE COUNTY  
MILWAUKEE COUNTY  
WAUKESHA COUNTY

**SOUTHWEST FIELD OFFICES**

LOUISIANA  
LOUISIANA

JEFFERSON PARISH  
ST. TAMMANY PARISH

OKLAHOMA

TULSA COUNTY

TEXAS  
TEXAS  
TEXAS  
TEXAS  
TEXAS  
TEXAS  
TEXAS  
TEXAS  
TEXAS  
TEXAS

BEXAR COUNTY  
BRAZORIA COUNTY  
DALLAS COUNTY  
FORT BEND COUNTY  
HARRIS COUNTY  
HIDALGO COUNTY  
MONTGOMERY COUNTY  
TARRANT COUNTY  
TRAVIS COUNTY  
WILLIAMSON COUNTY

#### **GREAT PLAINS FIELD OFFICES**

KANSAS

JOHNSON COUNTY

MISSOURI  
MISSOURI  
MISSOURI

JEFFERSON COUNTY  
ST. LOUIS COUNTY  
ST. CHARLES COUNTY

#### **ROCKY MOUNTAIN FIELD OFFICES**

COLORADO  
COLORADO  
COLORADO  
COLORADO

ADAMS COUNTY  
ARAPAHOE COUNTY  
EL PASO COUNTY  
JEFFERSON COUNTY

UTAH  
UTAH  
UTAH

DAVIS COUNTY  
SALT LAKE COUNTY  
UTAH COUNTY

#### **PACIFIC/HAWAII FIELD OFFICES**

ARIZONA  
ARIZONA  
ARIZONA

MARICOPA COUNTY  
PIMA COUNTY  
PINAL COUNTY

CALIFORNIA  
CALIFORNIA  
CALIFORNIA  
CALIFORNIA  
CALIFORNIA

ALAMEDA COUNTY  
CONTRA COSTA COUNTY  
FRESNO COUNTY  
KERN COUNTY  
LOS ANGELES COUNTY

CALIFORNIA  
CALIFORNIA  
CALIFORNIA  
CALIFORNIA  
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CALIFORNIA

MARIN COUNTY  
MONTEREY COUNTY  
ORANGE COUNTY  
RIVERSIDE COUNTY  
SACRAMENTO COUNTY  
SAN BERNARDINO COUNTY  
SAN DIEGO COUNTY  
SAN JOAQUIN COUNTY  
SAN LUIS OBISPO COUNTY  
SAN MATEO COUNTY  
SANTA BARBARA COUNTY  
SANTA CLARA COUNTY  
SONOMA COUNTY  
STANISLAUS COUNTY  
VENTURA COUNTY

NEVADA

CLARK COUNTY

#### **NORTHWEST/ALASKA FIELD OFFICES**

OREGON  
OREGON  
OREGON

CLACKAMAS COUNTY  
MULTNOMAH COUNTY  
WASHINGTON COUNTY

WASHINGTON  
WASHINGTON  
WASHINGTON  
WASHINGTON  
WASHINGTON  
WASHINGTON  
WASHINGTON

CLARK COUNTY  
KING COUNTY  
KITSAP COUNTY  
PIERCE COUNTY  
SNOHOMISH COUNTY  
SPOKANE COUNTY  
THURSTON COUNTY



## **ATTACHMENT B**

### **COUNTIES SCHEDULED TO REQUALIFY IN 2020 FOR FYS 2021-2023**

#### **NEW YORK/NEW JERSEY FIELD OFFICES**

NEW JERSEY	BERGEN COUNTY
NEW JERSEY	BURLINGTON COUNTY
NEW JERSEY	CAMDEN COUNTY
NEW JERSEY	ESSEX COUNTY
NEW JERSEY	HUDSON COUNTY
NEW JERSEY	MIDDLESEX COUNTY
NEW JERSEY	MONMOUTH COUNTY
NEW JERSEY	MORRIS COUNTY
NEW JERSEY	UNION COUNTY
NEW YORK	ERIE COUNTY
NEW YORK	MONROE COUNTY
NEW YORK	NASSAU COUNTY
NEW YORK	ONONDAGA COUNTY
NEW YORK	ORANGE COUNTY
NEW YORK	ROCKLAND COUNTY
NEW YORK	SUFFOLK COUNTY

#### **MID-ATLANTIC FIELD OFFICES**

DELAWARE	NEW CASTLE COUNTY
MARYLAND	ANNE ARUNDEL COUNTY
MARYLAND	BALTIMORE COUNTY
MARYLAND	HARFORD COUNTY
MARYLAND	MONTGOMERY COUNTY
MARYLAND	PRINCE GEORGES COUNTY
PENNSYLVANIA	ALLEGHENY COUNTY
PENNSYLVANIA	BEAVER COUNTY
PENNSYLVANIA	BERKS COUNTY
PENNSYLVANIA	BUCKS COUNTY
PENNSYLVANIA	CHESTER COUNTY
PENNSYLVANIA	DELAWARE COUNTY
PENNSYLVANIA	LANCASTER COUNTY
PENNSYLVANIA	LUZERNE COUNTY

PENNSYLVANIA  
PENNSYLVANIA  
PENNSYLVANIA  
PENNSYLVANIA

MONTGOMERY COUNTY  
WASHINGTON COUNTY  
WESTMORELAND COUNTY  
YORK COUNTY

VIRGINIA  
VIRGINIA

ARLINGTON COUNTY  
FAIRFAX COUNTY

#### **SOUTHEAST/CARIBBEAN FIELD OFFICES**

ALABAMA

JEFFERSON COUNTY

FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA

BROWARD COUNTY  
ESCAMBIA COUNTY  
HILLSBOROUGH COUNTY  
LAKE COUNTY  
MIAMI-DADE COUNTY  
ORANGE COUNTY  
PALM BEACH COUNTY  
PINELLAS COUNTY  
POLK COUNTY  
VOLUSIA COUNTY

GEORGIA  
GEORGIA  
GEORGIA  
GEORGIA  
GEORGIA

CHEROKEE COUNTY  
COBB COUNTY  
DE KALB COUNTY  
FULTON COUNTY  
HENRY COUNTY

SOUTH CAROLINA  
SOUTH CAROLINA  
SOUTH CAROLINA

CHARLESTON COUNTY  
GREENVILLE COUNTY  
LEXINGTON COUNTY

TENNESSEE

KNOX COUNTY

#### **MIDWEST FIELD OFFICES**

ILLINOIS  
ILLINOIS  
ILLINOIS  
ILLINOIS  
ILLINOIS

COOK COUNTY  
DU PAGE COUNTY  
LAKE COUNTY  
MADISON COUNTY  
ST. CLAIR COUNTY

ILLINOIS  
MICHIGAN  
MICHIGAN  
MICHIGAN  
MICHIGAN  
MICHIGAN  
MICHIGAN

WILL COUNTY  
GENESEE COUNTY  
KENT COUNTY  
MACOMB COUNTY  
OAKLAND COUNTY  
WASHTENAW COUNTY  
WAYNE COUNTY

MINNESOTA

HENNEPIN COUNTY

OHIO  
OHIO  
OHIO  
OHIO  
OHIO  
OHIO  
OHIO  
OHIO  
OHIO  
OHIO

CLERMONT COUNTY  
CUYAHOGA COUNTY  
FRANKLIN COUNTY  
HAMILTON COUNTY  
LAKE COUNTY  
MONTGOMERY COUNTY  
STARK COUNTY  
SUMMIT COUNTY  
WARREN COUNTY

WISCONSIN

MILWAUKEE COUNTY

#### **SOUTHWEST FIELD OFFICES**

LOUISIANA

JEFFERSON PARISH

TEXAS  
TEXAS  
TEXAS  
TEXAS  
TEXAS

DALLAS COUNTY  
HARRIS COUNTY  
HIDALGO COUNTY  
TARRANT COUNTY  
TRAVIS COUNTY

#### **GREAT PLAINS FIELD OFFICES**

MISSOURI

ST. LOUIS COUNTY

#### **ROCKY MOUNTAIN FIELD OFFICES**

COLORADO  
COLORADO

EL PASO COUNTY  
JEFFERSON COUNTY

UTAH

SALT LAKE COUNTY

## **PACIFIC/HAWAII FIELD OFFICES**

ARIZONA

MARICOPA COUNTY

CALIFORNIA

ALAMEDA COUNTY

CALIFORNIA

CONTRA COSTA COUNTY

CALIFORNIA

FRESNO COUNTY

CALIFORNIA

KERN COUNTY

CALIFORNIA

LOS ANGELES COUNTY

CALIFORNIA

MARIN COUNTY

CALIFORNIA

ORANGE COUNTY

CALIFORNIA

RIVERSIDE COUNTY

CALIFORNIA

SACRAMENTO COUNTY

CALIFORNIA

SAN BERNARDINO COUNTY

CALIFORNIA

SAN DIEGO COUNTY

CALIFORNIA

SAN JOAQUIN COUNTY

CALIFORNIA

SAN LUIS OBISPO COUNTY

CALIFORNIA

SAN MATEO COUNTY

CALIFORNIA

SANTA CLARA COUNTY

CALIFORNIA

SONOMA COUNTY

NEVADA

CLARK COUNTY

## **NORTHWEST/ALASKA FIELD OFFICES**

OREGON

CLACKAMAS COUNTY

OREGON

WASHINGTON COUNTY

WASHINGTON

CLARK COUNTY

WASHINGTON

KING COUNTY

WASHINGTON

PIERCE COUNTY

WASHINGTON

SNOHOMISH COUNTY

WASHINGTON

SPOKANE COUNTY

## **ATTACHMENT C**

### **COUNTIES SCHEDULED TO REQUALIFY IN 2021 FOR FYS 2022-2024**

#### **NEW ENGLAND FIELD OFFICES**

MAINE	CUMBERLAND COUNTY
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#### **NEW YORK/NEW JERSEY FIELD OFFICES**

NEW JERSEY	ATLANTIC COUNTY
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NEW YORK	DUTCHESS COUNTY
NEW YORK	WESTCHESTER COUNTY

#### **MID-ATLANTIC FIELD OFFICES**

PENNSYLVANIA	LEHIGH COUNTY
PENNSYLVANIA	NORTHAMPTON COUNTY

VIRGINIA	CHESTERFIELD COUNTY
VIRGINIA	LOUDOUN COUNTY
VIRGINIA	PRINCE WILLIAM COUNTY

#### **SOUTHEAST/CARIBBEAN FIELD OFFICES**

FLORIDA	BREVARD COUNTY
FLORIDA	COLLIER COUNTY
FLORIDA	JACKSONVILLE-DUVAL COUNTY
FLORIDA	OSCEOLA COUNTY
FLORIDA	PASCO COUNTY
FLORIDA	SEMINOLE COUNTY
FLORIDA	ST. JOHNS COUNTY

GEORGIA	CLAYTON COUNTY
GEORGIA	GWINNETT COUNTY

NORTH CAROLINA	CUMBERLAND COUNTY
NORTH CAROLINA	MECKLENBURG COUNTY
NORTH CAROLINA	UNION COUNTY
NORTH CAROLINA	WAKE COUNTY

SOUTH CAROLINA	SPARTANBURG COUNTY
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TENNESSEE	SHELBY COUNTY
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### **MIDWEST FIELD OFFICES**

ILLINOIS  
ILLINOIS

KANE COUNTY  
MCHENRY COUNTY

INDIANA  
INDIANA

HAMILTON COUNTY  
LAKE COUNTY

MINNESOTA  
MINNESOTA

RAMSEY COUNTY  
WASHINGTON COUNTY

### **SOUTHWEST FIELD OFFICES**

TEXAS  
TEXAS  
TEXAS  
TEXAS  
TEXAS

BEXAR COUNTY  
BRAZORIA COUNTY  
FORT BEND COUNTY  
MONTGOMERY COUNTY  
WILLIAMSON COUNTY

### **GREAT PLAINS FIELD OFFICES**

KANSAS

JOHNSON COUNTY

MISSOURI

JEFFERSON COUNTY

### **ROCKY MOUNTAIN FIELD OFFICES**

COLORADO  
COLORADO

ADAMS COUNTY  
ARAPAHOE COUNTY

### **PACIFIC/HAWAII FIELD OFFICES**

ARIZONA

PINAL COUNTY

CALIFORNIA  
CALIFORNIA  
CALIFORNIA

MONTEREY COUNTY  
SANTA BARBARA COUNTY  
VENTURA COUNTY

### **NORTHWEST/ALASKA FIELD OFFICES**

OREGON

MULTNOMAH COUNTY

WASHINGTON

THURSTON COUNTY

## **ATTACHMENT D**

### **COUNTIES SCHEDULED TO REQUALIFY IN 2022 FOR FYS 2023-2025**

#### **NEW YORK/NEW JERSEY FIELD OFFICES**

NEW JERSEY	GLOUCESTER COUNTY
NEW JERSEY	OCEAN COUNTY
NEW JERSEY	PASSAIC COUNTY
NEW JERSEY	SOMERSET COUNTY

#### **MID-ATLANTIC FIELD OFFICES**

MARYLAND	HOWARD COUNTY
PENNSYLVANIA	CUMBERLAND COUNTY
PENNSYLVANIA	DAUPHIN COUNTY
VIRGINIA	HENRICO COUNTY

#### **SOUTHEAST/CARIBBEAN FIELD OFFICES**

ALABAMA	MOBILE COUNTY
FLORIDA	LEE COUNTY
FLORIDA	MANATEE COUNTY
FLORIDA	MARION COUNTY
FLORIDA	SARASOTA COUNTY
SOUTH CAROLINA	HORRY COUNTY
SOUTH CAROLINA	RICHLAND COUNTY

#### **MIDWEST FIELD OFFICES**

MINNESOTA	ANOKA COUNTY
MINNESOTA	DAKOTA COUNTY
MINNESOTA	ST LOUIS COUNTY
OHIO	BUTLER COUNTY

WISCONSIN  
WISCONSIN

DANE COUNTY  
WAUKESHA COUNTY

**SOUTHWEST FIELD OFFICES**

LOUISIANA

ST. TAMMANY PARISH

OKLAHOMA

TULSA COUNTY

**GREAT PLAINS FIELD OFFICES**

MISSOURI

ST. CHARLES COUNTY

**ROCKY MOUNTAIN FIELD OFFICES**

UTAH  
UTAH

DAVIS COUNTY  
UTAH COUNTY

**PACIFIC/HAWAII FIELD OFFICES**

ARIZONA

PIMA COUNTY

CALIFORNIA

STANISLAUS COUNTY

**NORTHWEST/ALASKA FIELD OFFICES**

WASHINGTON

KITSAP COUNTY



## **ATTACHMENT E**

### **COUNTIES QUALIFIED THROUGH 2021 OR 2022 THAT CONTAIN NON-PARTICIPATING COMMUNITIES**

#### **NEW ENGLAND FIELD OFFICES**

CUMBERLAND COUNTY	MAINE
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#### **NEW YORK/NEW JERSEY FIELD OFFICES**

ATLANTIC COUNTY	NEW JERSEY
PASSAIC COUNTY	NEW JERSEY
WESTCHESTER COUNTY	NEW YORK

#### **MID-ATLANTIC FIELD OFFICES**

DAUPHIN COUNTY	PENNSYLVANIA
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#### **SOUTHEAST/CARIBBEAN FIELD OFFICES**

MOBILE COUNTY	ALABAMA
BREVARD COUNTY	FLORIDA
COLLIER COUNTY	FLORIDA

JACKSONVILLE-DUVAL COUNTY	FLORIDA
LEE COUNTY	FLORIDA
MANATEE COUNTY	FLORIDA
MARION COUNTY	FLORIDA
PASCO COUNTY	FLORIDA
ST. JOHNS COUNTY	FLORIDA
GWINNETT COUNTY	GEORGIA
MECKLENBURG COUNTY	NORTH CAROLINA
UNION COUNTY	NORTH CAROLINA
WAKE COUNTY	NORTH CAROLINA
HORRY COUNTY	SOUTH CAROLINA
RICHLAND COUNTY	SOUTH CAROLINA
SPARTANBURG COUNTY	SOUTH CAROLINA

#### **MIDWEST FIELD OFFICES**

KANE COUNTY  
HAMILTON COUNTY  
DAKOTA COUNTY  
WASHINGTON COUNTY  
DANE COUNTY  
WAUKESHA COUNTY

ILLINOIS  
INDIANA  
MINNESOTA  
MINNESOTA  
WISCONSIN  
WISCONSIN

#### **SOUTHWEST FIELD OFFICES**

TULSA COUNTY  
BEXAR COUNTY  
BRAZORIA COUNTY  
FORT BEND COUNTY  
MONTGOMERY COUNTY  
WILLIAMSON COUNTY

OKLAHOMA  
TEXAS  
TEXAS  
TEXAS  
TEXAS  
TEXAS

#### **GREAT PLAINS FIELD OFFICES**

JEFFERSON COUNTY  
ST. CHARLES COUNTY

MISSOURI  
MISSOURI

#### **ROCKY MOUNTAIN FIELD OFFICES**

ADAMS COUNTY  
ARAPAHOE COUNTY  
UTAH COUNTY

COLORADO  
COLORADO  
UTAH

#### **PACIFIC/HAWAII FIELD OFFICES**

PINAL COUNTY  
MONTEREY COUNTY  
SANTA BARBARA COUNTY  
STANISLAUS COUNTY

ARIZONA  
CALIFORNIA  
CALIFORNIA  
CALIFORNIA

**ATTACHMENT F**  
**LIST OF COUNTIES THAT MAY QUALIFY AS URBAN COUNTIES IF**  
**METROPOLITAN CITIES RELINQUISH THEIR STATUS**

<b>STATE</b>	<b>NAME</b>	<b>ENTITLEMENT</b>	<b>POP2018</b>
AL	<b>Madison County</b>		<b>366,519</b>
AL		Huntsville city (pt.)	195,308
AL	<b>Montgomery County</b>		<b>225,763</b>
AL		Montgomery city	198,218
AL	<b>Tuscaloosa County</b>		<b>208,911</b>
AL		Tuscaloosa city	101,113
AR	<b>Benton County</b>		<b>272,608</b>
AR		Rogers city	67,600
AR		Springdale city (pt.)	7,362
AR	<b>Pulaski County</b>		<b>392,680</b>
AR		Jacksonville city	28,287
AR		Little Rock city	197,881
AR		North Little Rock city	66,127
AR	<b>Washington County</b>		<b>236,961</b>
AR		Fayetteville city	86,751
AR		Springdale city (pt.)	73,667
AZ	<b>Yavapai County</b>		<b>231,993</b>
AZ		Prescott city	43,314
AZ	<b>Yuma County</b>		<b>212,128</b>
AZ		Yuma city	97,908
CA	<b>Butte County</b>		<b>231,256</b>
CA		Chico city	94,776
CA		Paradise town	26,800
CA	<b>Merced County</b>		<b>274,765</b>
CA		Merced city	83,316
CA	<b>Placer County</b>		<b>393,149</b>
CA		Rocklin city	67,221
CA		Roseville city	139,117
CA	<b>Santa Cruz County</b>		<b>274,255</b>
CA		Santa Cruz city	64,725
CA		Watsonville city	53,920
CA	<b>Solano County</b>		<b>446,610</b>
CA		Fairfield city	116,884
CA		Vacaville city	100,154
CA		Vallejo city	121,913
CA	<b>Yolo County</b>		<b>220,408</b>
CA		Davis city	69,289
CA		West Sacramento city	53,727
CA		Woodland city	60,531

STATE	NAME	ENTITLEMENT	POP2018
CO	<b>Boulder County</b>		<b>326,078</b>
CO		Boulder city	107,353
CO		Longmont city (pt.)	95,988
CO	<b>Larimer County</b>		<b>350,518</b>
CO		Fort Collins city	167,830
CO		Loveland city	77,446
FL	<b>Alachua County</b>		<b>269,956</b>
FL		Gainesville city	133,857
FL	<b>Leon County</b>		<b>292,502</b>
FL		Tallahassee city	193,551
FL	<b>Okaloosa County</b>		<b>207,269</b>
FL		Crestview city	24,664
FL		Fort Walton Beach city	22,284
FL	<b>St. Lucie County</b>		<b>321,128</b>
FL		Fort Pierce city	46,071
FL		Port St. Lucie city	195,248
GA	<b>Chatham County</b>		<b>289,195</b>
GA		Savannah city	145,862
GA	<b>Hall County</b>		<b>202,148</b>
GA		Gainesville city	41,464
IA	<b>Linn County</b>		<b>225,909</b>
IA		Cedar Rapids city	133,174
ID	<b>Ada County</b>		<b>469,966</b>
ID		Boise City	228,790
ID		Meridian city	106,804
ID	<b>Canyon County</b>		<b>223,499</b>
ID		Caldwell city	56,541
ID		Nampa city	96,252
IL	<b>Champaign County</b>		<b>209,983</b>
IL		Champaign city	88,029
IL		Rantoul village	12,691
IL		Urbana city	42,046
IL	<b>Winnebago County</b>		<b>284,081</b>
IL		Rockford city (pt.)	146,524
IN	<b>Allen County</b>		<b>375,351</b>
IN		Fort Wayne city	267,633
IN	<b>Elkhart County</b>		<b>205,560</b>
IN		Elkhart city	52,367
IN		Goshen city	33,566
IN	<b>St. Joseph County</b>		<b>270,771</b>
IN		Mishawaka city	49,931
IN		South Bend city	101,860
KS	<b>Sedgwick County</b>		<b>513,607</b>
KS		Wichita city	389,255

STATE	NAME	ENTITLEMENT	POP2018
LA	<b>Caddo Parish</b>		<b>242,922</b>
LA		Shreveport city (pt.)	186,423
LA	<b>Calcasieu Parish</b>		<b>203,112</b>
LA		Lake Charles city	78,001
MD	<b>Frederick County</b>		<b>255,648</b>
MD		Frederick city	72,146
ME	<b>York County</b>		<b>412,458</b>
ME		Biddeford city	43,028
MI	<b>Ingham County</b>		<b>292,735</b>
MI		East Lansing city (pt.)	46,015
MI		Lansing city (pt.)	113,561
MI	<b>Kalamazoo County</b>		<b>264,870</b>
MI		Kalamazoo city	76,545
MI		Portage city	49,216
MO	<b>Clay County</b>		<b>246,365</b>
MO		Kansas City city (pt.)	126,460
MO	<b>Greene County</b>		<b>291,923</b>
MO		Springfield city (pt.)	168,120
MO	<b>Jackson County</b>		<b>700,307</b>
MO		Blue Springs city	55,104
MO		Independence city (pt.)	116,925
MO		Kansas City city (pt.)	315,801
MO		Lee's Summit city (pt.)	96,380
MS	<b>Harrison County</b>		<b>206,650</b>
MS		Biloxi city	45,968
MS		Gulfport city	71,870
MS	<b>Hinds County</b>		<b>237,085</b>
MS		Jackson city (pt.)	163,803
NC	<b>Buncombe County</b>		<b>259,103</b>
NC		Asheville city	92,452
NC	<b>Cabarrus County</b>		<b>211,342</b>
NC		Concord city	94,130
NC		Kannapolis city (pt.)	39,308
NC	<b>Durham County</b>		<b>316,739</b>
NC		Chapel Hill town (pt.)	2,993
NC		Durham city (pt.)	274,251
NC		Raleigh city (pt.)	1,292
NC	<b>Forsyth County</b>		<b>379,099</b>
NC		High Point city (pt.)	94
NC		Winston-Salem city	246,328
NC	<b>Gaston County</b>		<b>222,846</b>
NC		Gastonia city	77,024
NC	<b>Guilford County</b>		<b>533,670</b>
NC		Burlington city (pt.)	822

STATE	NAME	ENTITLEMENT	POP2018
NC		Greensboro city	294,722
NC		High Point city (pt.)	106,723
NC	<b>New Hanover County</b>		<b>232,274</b>
NC		Wilmington city	122,607
NE	<b>Douglas County</b>		<b>566,880</b>
NE		Omaha city	468,262
NE	<b>Lancaster County</b>		<b>317,272</b>
NE		Lincoln city	287,401
NJ	<b>Mercer County</b>		<b>369,811</b>
NJ		Ewing township	36,421
NJ		Hamilton township	87,552
NJ		Princeton	62,772
NJ		Trenton city	83,974
NM	<b>Bernalillo County</b>		<b>678,701</b>
NM		Albuquerque city	560,218
NM		Rio Rancho city (pt.)	2
NM	<b>Dota Ana County</b>		<b>217,522</b>
NM		Las Cruces city	102,926
NV	<b>Washoe County</b>		<b>465,735</b>
NV		Reno city	250,998
NV		Sparks city	104,246
NY	<b>Albany County</b>		<b>307,117</b>
NY		Albany city	97,279
NY		Colonie town	83,194
NY	<b>Niagara County</b>		<b>210,433</b>
NY		Niagara Falls city	48,144
NY	<b>Oneida County</b>		<b>229,577</b>
NY		Rome city	32,204
NY		Utica city	60,100
OH	<b>Delaware County</b>		<b>204,826</b>
OH		Columbus city (pt.)	8,432
OH	<b>Lorain County</b>		<b>309,461</b>
OH		Elyria city	53,881
OH		Lorain city	64,028
OH	<b>Lucas County</b>		<b>429,899</b>
OH		Toledo city	274,975
OH	<b>Mahoning County</b>		<b>229,642</b>
OH		Alliance city (pt.)	34
OH		Youngstown city (pt.)	64,955
OK	<b>Cleveland County</b>		<b>281,669</b>
OK		Moore city	62,103
OK		Norman city	123,471
OK		Oklahoma City city (Pt.)	69,235

STATE	NAME	ENTITLEMENT	POP2018
OK	<b>Oklahoma County</b>		<b>792,582</b>
OK		Edmond city	93,127
OK		Midwest City city	57,325
OK		Oklahoma City city (pt.)	522,613
OR	<b>Jackson County</b>		<b>219,564</b>
OR		Ashland city	21,263
OR		Medford city	82,347
OR		Lane County	379,611
OR		Eugene city	171,245
OR		Springfield city	62,979
PA		Erie County	272,061
PA		Erie city	96,471
PA		Millcreek township	53,037
PA	<b>Lackawanna County</b>		<b>210,793</b>
PA		Scranton city	77,182
SC	<b>Anderson County</b>		<b>200,482</b>
SC		Anderson city	27,380
SC	<b>York County</b>		<b>274,118</b>
SC		Rock Hill city	74,309
TN	<b>Hamilton County</b>		<b>364,286</b>
TN		Chattanooga city	180,557
TN	<b>Montgomery County</b>		<b>205,950</b>
TN		Clarksville city	156,794
TN	<b>Rutherford County</b>		<b>324,890</b>
TN		Murfreesboro city	141,344
TN	<b>Williamson County</b>		<b>231,729</b>
TN		Franklin city	80,914
TX	<b>Bell County</b>		<b>355,642</b>
TX		Killeen city	149,103
TX		Temple city	76,256
TX	<b>Brazos County</b>		<b>226,758</b>
TX		Bryan city	85,445
TX		College Station city	116,218
TX	<b>Cameron County</b>		<b>423,908</b>
TX		Brownsville city	183,392
TX		Harlingen city	65,436
TX		San Benito city	24,385
TX	<b>El Paso County</b>		<b>840,758</b>
TX		El Paso city	682,669
TX	<b>Galveston County</b>		<b>337,890</b>
TX		Galveston city	50,457
TX		League City city (pt.)	104,260
TX		Texas City city (pt.)	49,153

STATE	NAME	ENTITLEMENT	POP2018
TX	<b>Hays County</b>		<b>222,631</b>
TX		San Marcos city (pt.)	63,506
TX	<b>Jefferson County</b>		<b>255,001</b>
TX		Beaumont city	118,428
TX		Port Arthur city (pt.)	55,010
TX	<b>Lubbock County</b>		<b>307,412</b>
TX		Lubbock city	255,885
TX	<b>McLennan County</b>		<b>254,607</b>
TX		Waco city	138,183
TX	<b>Nueces County</b>		<b>362,265</b>
TX		Corpus Christi city (pt.)	326,554
TX	<b>Smith County</b>		<b>230,221</b>
TX		Tyler city	105,729
TX	<b>Webb County</b>		<b>275,910</b>
TX		Laredo city	261,639
UT	<b>Weber County</b>		<b>256,359</b>
UT		Ogden city	87,325
WA	<b>Benton County</b>		<b>201,877</b>
WA		Kennewick city	82,943
WA		Richland city	57,303
WA	<b>Whatcom County</b>		<b>225,685</b>
WA		Bellingham city	90,665
WA	<b>Yakima County</b>		<b>251,446</b>
WA		Yakima city	93,884
WI	<b>Brown County</b>		<b>263,378</b>
WI		Green Bay city	104,879



ATTACHMENT G

COUNTIES PREVIOUSLY IDENTIFIED AS ELIGIBLE BUT  
HAVE NOT ACCEPTED URBAN COUNTY STATUS

**NEW ENGLAND FIELD OFFICES**

NEW HAMPSHIRE

HILLSBOROUGH COUNTY  
ROCKINGHAM COUNTY

**NEW YORK/NEW JERSEY OFFICES**

NEW YORK

SARATOGA COUNTY

**MID-ATLANTIC FIELD OFFICES**

DELAWARE

SUSSEX COUNTY

**SOUTHEAST/CARIBBEAN FIELD OFFICES**

FLORIDA

CLAY COUNTY

GEORGIA

FORSYTH COUNTY

SOUTH CAROLINA

BERKELEY COUNTY

**MIDWEST FIELD OFFICES**

MICHIGAN

OTTAWA COUNTY

**SOUTHWEST FIELD OFFICES**

TEXAS  
TEXAS

COLLIN COUNTY  
DENTON COUNTY

**GREAT PLAINS FIELD OFFICES**

IOWA

POLK COUNTY

**ROCKY MOUNTAIN FIELD OFFICES**

COLORADO  
COLORADO

DOUGLAS COUNTY  
WELD COUNTY

**PACIFIC/HAWAII FIELD OFFICES**

ARIZONA

MOHAVE COUNTY\*

CALIFORNIA

TULARE COUNTY

\*Mohave County may only qualify as an urban county if the cities of Kingman and Lake Havasu both decide not to accept their entitlement status.

**TOWN OF FOREST HEIGHTS  
EMERGENCY ORDINANCE 02-2020**

**AN EMERGENCY ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN  
OF FOREST HEIGHTS, MARYLAND TO APPROVE AND ADOPT  
THE FISCAL YEAR 2021 BUDGET**

Introduced By: Mayor Muhammad

**ENACTED: June 17, 2020**

**WHEREAS**, Section § 5-205(b) of the LG Article of Md. Ann. Code, authorizes a municipality to spend money for any public purpose and to affect the safety, health, and general welfare of the municipality and its occupants except that a municipality: (i) may not spend money if the money was not appropriated at the time of the annual levy, (ii) may spend money only for the purpose for which the money was appropriated, and (iii) may spend money for a purpose different from the purpose for which the money was appropriated or spend money not appropriated at the time of the annual levy if approved by a two-thirds vote of all the individuals elected to the legislative body; and

**WHEREAS**, Section 33-45 of the Town Charter was amended on October 21, 2015 by Charter Amendment Resolution No. 01-15 changing the form of approval of the budget by resolution to ordinance; and

**WHEREAS**, pursuant to Section 20.5 of the Town Code, the Town Treasurer is directed to prepare under the supervision of the Mayor and to submit through the Mayor quarterly financial reports to the Town Council in writing, due within 15 days of the first day of January, April, July, and October, whereby the reports shall provide estimates of the revenues and expenses in the categories provided in the budget resolution [ordinance] effective for the three months preceding the issuance of the quarterly report and for the year-to-date, showing the variances of those items to the budgeted amounts, and furthermore, the quarterly report is to include a statement of the estimated assets and liabilities of the Town as of the last day of the quarter being reported; and

**WHEREAS**, Section 33-12 of the Town Charter authorizes in cases, as determined by Council, that the procedural requirement stated in said Section for passing ordinances in the regular course of business may be suspended by the affirmative votes of five members of the Council and that an emergency ordinance shall become effective on the date specified in the ordinance, and a summary of each ordinance shall be published at least twice in the "Forest Heights News," the town newsletter or in a newspaper or newspapers having general circulation in the municipality; and

**WHEREAS**, the Mayor and Council finds that due to the fast-approaching new fiscal year and the fact that the executive budget was recently submitted to the Council, and that there is limited time and/or it is otherwise impractical to schedule additional special sessions in June to allow for a budget ordinance to be passed in the regular course of business at two separate meetings; therefore, the Council finds that it is efficient, more cost effective and in the best interests

**TOWN OF FOREST HEIGHTS  
ORDINANCE 02-2020**

**TOWN OF FOREST HEIGHTS  
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of the Town to waive the procedural requirements and pass the budget ordinance on first reader as an emergency measure.

**SECTION 1.**

**NOW THEREFORE BE IT ORDAINED AND ENACTED BY THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS**, that the Fiscal Year 2021 Budget for the Town of Forest Heights is hereby approved by the Mayor and Town Council of the Town of Forest Heights, Maryland such that the sums and amounts appropriated are hereby adopted for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021, to defray expenses and operations costs for the Town of Forest Heights as follows:

**REVENUES**

**GENERAL FUND REVENUES**

Town Real Estate Taxes - Noncommercial	\$796,800.00
Town Real Estate Taxes - Commercial	\$43,300.00
Town Real Estate Taxes – Rented Residential	\$93,300.00
Income Taxes	\$180,700.00
Other Taxes	\$80,000.00
Trash Fee	\$187,935.00

<b>INTERGOVERNMENT</b>	<b>\$632,839.00</b>
<b>LICENSES &amp; PERMITS</b>	<b>\$14,800.00</b>
<b>TOWN SERVICES</b>	<b>\$8,596.00</b>
<b>SPEED CAMERA</b>	<b>\$1,100,000.00</b>
<b>OTHER REVENUES</b>	<b>\$115,650.00</b>
<b>OTHER FINANCING</b>	<b>\$853,613.25</b>
<b>FUND BALANCE</b>	<b>\$2,377,268.00</b>
 <b>TOTAL BUDGETED REVENUES</b>	 <b>\$6,484,801.25</b>

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**EXPENDITURES**

<b>GENERAL GOVERNMENT</b>	<b>\$68,845.00</b>
<b>ADMINISTRATION</b>	<b>\$332,035.00</b>
 <b>NON-DEPARTMENTAL</b>	 <b>\$240,300.00</b>
<b>PUBLIC SAFETY</b>	<b>\$1,054,845.00</b>
<b>PUBLIC WORKS</b>	<b>\$374,834.00</b>
<b>SPEED CAMERA</b>	
Direct Speed Camera Cost	\$780,835.00

**TOWN OF FOREST HEIGHTS  
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State Revenue	\$175,000.00
Allowable Expenses	\$15,200.00
<b>STREET IMPROVEMENTS</b>	<b>\$595,182.00</b>
<b>TRASH SERVICES EXPENSE</b>	<b>\$195,310.00</b>
<b>CAPITAL IMPROVEMENTS</b>	<b>\$447,500.00</b>
<b>MUNICIPAL BUILDING EXPENSE</b>	<b>\$427,600.00</b>
<b>STREET LIGHTING EXPENSE</b>	<b>\$42,000.00</b>
<b>TOTAL SPECIAL PROGRAM EXPENSE</b>	<b>\$32,250.00</b>
<b>GRANTS – RESTRICTED FUNDING</b>	<b>\$370,528.50</b>
<b>FUND BALANCE</b>	<b>\$1,332,536.75</b>
 <b>TOTAL BUDGETED EXPENDITURES</b>	 <b>\$6,484,801.25</b>

**SECTION 2.**

**AND BE IT FURTHER ORDAINED AND ENACTED**, that if any section or part of a section of this Ordinance shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this Ordinance nor the context in which such section or part of section so held invalid shall appear, except to the extent that an entire section or part of section may be inseparably connected in meaning and effect with the section or part of section to which such holding shall directly apply.

**SECTION 3.**

**AND BE IT FURTHER ORDAINED AND ENACTED**, that this Emergency Ordinance shall take effect immediately upon its enactment, having been passed by the required yea and nay votes of the Mayor and Council of the Town of Forest Heights.

**SECTION 4.**

**AND BE IT FURTHER ORDAINED AND ENACTED**, that upon passage, the Town Clerk shall cause to be published a fair summary of this Emergency Ordinance at least twice in the town newsletter or a newspaper having general circulation within the Town of Forest Heights, and that this Ordinance shall not be codified or otherwise published in the Town Ordinance Code.

**SECTION 5.**

**AND BE IT FURTHER ORDAINED AND ENACTED**, that Resolution 30-20 establishing the Fiscal Year 2021 Tax Rates on May 20, 2020 and waste removal fees as approved on June 17, 2020 are hereby reapproved and ratified as stated below provided that any inconsistencies in any prior legislation shall be controlled by this Emergency Ordinance:

Noncommercial Real Property	\$	.5269	per \$100.00 of assessed valuation;
Commercial Real Property	\$	.6086	per \$100.00 of assessed valuation;
Rented Residential Real Property	\$	.5269	per \$100.00 of assessed valuation;
Business Personal Property	\$	1.75	per \$100.00 of assessed valuation;

**TOWN OF FOREST HEIGHTS  
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Public Utility Property	\$	2.00	per \$100.00 of assessed valuation;
Waste Removal	\$	16.75	per month per household/flat fee.

**SECTION 6.**

**AND BE IT FURTHER ORDAINED AND ENACTED**, that notwithstanding this emergency budget ordinance, the FY 2021 Budget may be presented and discussed in further detail by enumerating additional sub-categories or detailed items pertaining to either revenues or expenditures as deemed necessary and expedient by the Town Council (the "Detailed Budget"). Although not considered incorporated by reference or formally part of this FY 2021 Emergency Budget Ordinance, the Detailed Budget, unless subsequently modified, shall reflect the various items discussed therein and shall remain substantially uniform throughout the fiscal year having essentially the same format and items as presented to the Council at the Town meeting wherein the FY 2021 Budget was approved.

**SECTION 7.**

**AND BE IT FURTHER ORDAINED AND ENACTED**, that all budget amendments transferring monies between major revenue funds, line items, classifications and/or major appropriations as reflected in this FY 2021 Emergency Budget Ordinance shall be submitted to the Council for approval, from time to time, by ordinance. Minor budget changes or amendments, however, occurring within certain specified sub-categories or the various detailed items not reflected herein above but shown in the Detailed Budget shall be approved from time to time by the Mayor subject to review by the Town Council pursuant to the requirements of Section 20.5 (Preparation of the quarterly financial report).

**HAVING BEEN INTRODUCED** at a Public Meeting of The Mayor and Council of the Town of Forest Heights held on the 17<sup>th</sup> day of June 2020, at 6:30 o'clock p.m., in the Municipal Building in Forest Heights, Maryland;

**AND HAVING BEEN READ** as an emergency ordinance and passed by a yea and nay vote of the Mayor and Council of the Town of Forest Heights with the affirmative votes of at least five (5) of the members of the legislative body including the Mayor on this 17<sup>th</sup> day of June, 2020, at \_\_\_\_ o'clock p.m., in the Municipal Building in Forest Heights, Maryland as indicated below.

PASSED this 17<sup>th</sup> day of June 2020.

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
MUHAMMAD	_____
BARNES	_____
HINES	_____
KENNEDY	_____

**TOWN OF FOREST HEIGHTS  
ORDINANCE 02-2020**

**TOWN OF FOREST HEIGHTS  
EMERGENCY ORDINANCE 02-2020**

ATKINSON \_\_\_\_\_  
NOBLE \_\_\_\_\_  
WASHINGTON \_\_\_\_\_

I HEREBY CERTIFY that the above Emergency Resolution \_\_ - 20 was passed by the required yeas and nay vote of the Mayor and Council of Forest Heights on the 17<sup>th</sup> day of June 2020.

ATTEST:

THE TOWN OF FOREST HEIGHTS

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Habeeb-Ullah Muhammad, Mayor

By: \_\_\_\_\_  
Calvin Washington, Council President

**CERTIFICATION**

I HEREBY CERTIFY that upon the approval of the requisite five (5) affirmative votes and following its passage, a summary of this Emergency Ordinance No. \_\_-20 has been published at least twice in the town newsletter or a newspaper having general circulation in the Town of Forest Heights.

Date: June \_\_, 2020

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

**TOWN OF FOREST HEIGHTS  
RESOLUTION 28-20**

**A RESOLUTION TO AUTHORIZE THE PURCHASE OF ADDITIONAL  
EQUIPMENT FOR THE NEWY ACQUIRED POLICE VEHICLES**

Introduced by: Mayor Habeeb-Ullah Muhammad

**WHEREAS**, the Town Charter, § 33-63(f) authorizes the Town to forego the normal procurement process through cooperative purchasing in certain cases where another government entity has already made a competitive purchase of the said item and therefore the Mayor and Council may, without soliciting bids, purchase the item in question at the bid price from the successful bidder, if the Mayor and Council determines that the bid price is competitive, and

**WHEREAS**, the Town Charter, § 33-63(g) further authorizes the Mayor and Council by a two-thirds vote to waive the competitive bidding requirements of said Charter section for good cause shown for sole source procurements of unique products and services, and that written findings as to the basis of such waiver shall be placed in the journal of the Council's proceedings, and

**WHEREAS**, the Town of Forest Heights has received funding through the State of Maryland Video Lottery Terminal program by way of a local impact grant, and where the Town has designated funds to purchase equipment for the Police Department, and where the grant money will be used to purchase equipment for the new purchase police vehicles, and

**WHEREAS**, Chief of Police wants to agree with Axon Enterprise Inc, referred to as Exhibit A, to make a one-year payment (\$6,592.80) of a 4-year payment (\$25,168.80) to acquire four in-car cameras from Axon Enterprise, Inc., 17800 N 85th St. Scottsdale, Arizona 85255 to be installed in 2016 Ford Police Interceptor Sedan and Utility, 2014 Chevrolet Tahoe, and 2016 Dodge Charger; and

**WHEREAS**, Chief of Police wants to purchase 2 in-car Motorola radios from Motorola Solutions Inc, for the 2014 Chevrolet Tahoe, 2014 Ford Police Interceptor Sedan for \$8,381.10 as listed on the quote referred to as Exhibit B; and

**WHEREAS**, Chief of Police wants to purchase essential K-9 equipment (kennel insert, heat alarm, door popper, a warning system for overheating) from Priority Install Inc, for the 2016 Ford Police Interceptor Sedan for \$12,264.85 as it's listed on the quote referred to as Exhibit C; and

**WHEREAS**, Chief of Police want to purchase 4 Cradlepoint modems and 4 Panorama Antenna from ROK Brothers, Inc. for the wireless off-load needed for the in-car camera system for \$4,267.64 as it's listed on the quote referred to as Exhibit D; and



***Budget Narrative***

***Fiscal Year 2021***

**Town of Forest Heights**

**July 1, 2020 – June 30, 2021**

## NARRATIVE STATEMENTS

### REVENUES

#### GENERAL REVENUES

##### LINE ITEM

#### **4000 - TAXES**

- 6000.00 **INCOME TAXES** - Town portion of income taxes collected by the State. The subject is income tax revenue, derived from annualized Cash Receipts received as of April 2019 and projected as of June 2020.
- 6001.00 **TOWN REAL ESTATE TAXES - NONCOMMERCIAL** - Funds reimbursed to the Town for residents' real estate taxes paid to the State/County based on the state assessed value of the Town Real Estate at the adopted FY 2020 Real Property Tax Rate.
- 6100.00 **TOWN REAL ESTATE TAXES – COMMERCIAL** - Funds reimbursed to the Town for commercial real estate taxes paid to the State/County based on the state assessed value of the Town Real Estate at the adopted FY 2020 Real Property Tax Rate.
- 6123.00 **TOWN REAL ESTATE TAXES – RENTED RESIDENTIAL** - Funds reimbursed to the Town for rented residential real estate taxes paid to the State/County based on the state assessed value of the Town Real Estate at the adopted FY 2020 Real Property Tax Rate.
- 6003.00 **UTILITY TAXES** - Funds paid by public utilities (PEPCO, Washington Gas, Level 3 Communications, Verizon, etc.) operating in the Town based on the property assessment of the utility company at the adopted FY 2020 rate per \$100 of assessed valuation.
- 6005.00 **TANGIBLE PERSONAL PROEPRTY TAXES (Business Taxes)** - Funds paid by businesses operating in the Town based on the personal property assessment of the business at the adopted FY 2020 rate per \$100 of assessed valuation.
- 6007.00 **INTEREST/PENALTY - REAL ESTATE TAXES** - Liens, late payments and penalties assessed against residents and businesses for late payment of real estate taxes.
- 6009.00 **TOWN TRASH SERVICES** – Flat fee assessed at FY 2020 rate per household. Funds paid to the Town by residents of Forest Heights for disposal of trash and bulk item pickup.

#### **4010 – LICENSES AND PERMITS**

- 6017.00 **RENTAL PERMITS** – Fee collected from owner of rental properties located within town limits on a bi-annual basis.
- 6027,00 **BUILDING PERMITS** - Fee collected for construction or modifications of buildings or structures within the town.
- 6076.00 **BUSINESS LICENSES** - Assessed on all commercial properties annually.
- 6117.00 **VACANCY PERMITS** - Fee assessed on vacant property annually.

- 6113.00 UTILITY PERMITS - Fees collected from Pepco and Washington Gas for the allowance of Utility work to be performed within the town.
- 6115.00 UTILITY FEES - Fees paid by utility company which are assessed by drop per residential address.

#### **4020 – FEDERAL, STATE AND COUNTY SHARED REVENUE**

- 6008.00 GOCCP STATE POLICE GRANT – Funds paid to the Town quarterly from Maryland State Police.
- 6023.00 HIGHWAY USER REVENUE (State Highway Administration) - Funds allocated to the Town based on vehicle count by the State for maintenance of streets and infrastructure.
- 6103.00 M-NCPPC PROJECT OPEN SPACE GRANT – Funds awarded for the development of parks and community projects within the Town.
- 6104.00 MD –COMMUNITY PARKS AND PLAYGROUND GRANT - Funds awarded for the development of parks and community projects within the Town.
- 6109.00 MD STATE HIGHWAY ADMINISTRATION - SAFE ROUTES TO SCHOOL GRANT – Funds awarded for construction of sidewalks on North Huron Drive.
- 6122.00 MD DHCD CIRCUIT RIDER PROGRAM – Funds awarded for the employment of a Circuit Rider Town Manager to assist in a designated capacity.
- 6124.00 MD LOCAL IMPACT GRANT – Funds awarded for local use by Maryland legislative law.
- 6125.00 MD BOND BILL – SAFE ROUTES TO SCHOOL – Funds awarded for construction of sidewalks on North Huron Drive

#### **REVENUE FOR TOWN SERVICES**

##### **4030 – SPECIAL TRASH PICK-UP**

- 6010.00 DISPOSAL OF TIRES – Fees collected from Town residents for disposal of tires picked up by the Public Works Department.
- 6022.00 REBATE WASTE DISPOSAL – Recycle refund from Prince George's County.
- 6024.00 DISPOSAL OF METAL ITEMS – Fees collected from Town residents for disposal of metal items picked up by the Public Works Department.

##### **4040 - PUBLIC SERVICES CABLE TV**

- 6073.00 COMCAST FRANCHISE FEE - Fees paid to the Town from Comcast.
- 6074.00 VERIZON FRANCHISE FEE – Fees paid to the Town from Verizon.
- 6075.00 VERIZON (PUBLIC EDUCATION GRANT) PEG - Fees paid to the Town from Verizon for educational purposes.

#### **4050 – FINES AND FORFEITURES**

- 6015.00     **PARKING FINES, VEHICLE RELEASE & ACCIDENT RELEASE** - Revenue collected by the Town for parking violations, the release of impounded vehicle and the issuance of accident reports.
- 6037.00     **SPEED CAMERA FUND** – Revenue received from the Speed Camera Program.
- 6094.00     **SPEED CAMERA FUND - COLLECTIONS** – Speed Camera Program revenue received as a result of the collection agency efforts.
- 6077.00     **CIVIL CITATIONS** – Revenue collected from fines levied due to municipal code violations: grass, trash/yard waste, licenses/permits, property, other.

#### **4060 – INTEREST INCOME REVENUE**

- 6018.00     **INVESTMENT INTEREST INCOME** - Interest earned on CD's and savings accounts.

#### **4070 – RENTAL INCOME REVENUE**

- 6019.00     **MUNICIPAL BUILDING RENTAL** - Fees collected for the rental of the Community Room.

#### **4080 – OTHER REVENUE**

- 6021.00     **MISCELLANEOUS** – Funds received from sources that are not allocated to a specified budget line item.
- 6038.00     **DONATIONS (RESTRICTED)** – Donations received designated by the donor for a specific use
- 6038.10     **DONATIONS (UNRESTRICTED)** – Donations received that are not designated for a specific use.
- 6040.00     **NEWSLETTER ADVERTISING** – Funds received for the placement of ads in the Newsletter.
- 6105.00     **UTILITY LINE SERVICE PROGRAM REBATE** – Rebate from UPS for residents serviced.
- 6070.00     **SOLAR ENERGY** - Funds received from the sale of solar panel generated energy.
- 6114.00     **BID DOCUMENTS** - Funds received for the reproduction of bid documents.
- 6116.00     **SENIOR PROGRAMS** – Fees paid by non-residents to participate in senior activities sponsored by the Town such as the Luncheon.
- 6120.00     **SENIOR EXERCISE PROGRAM** – Fees paid by non-residents to participate in the Senior Exercise Program.

#### **4090 – SALE OF LAND AND EQUIPMENT**

- 6028.00     **SALE OF FIXED ASSETS** – Funds received from the sale of Town Assets and proceeds from settlement claims on damaged assets.
- 6090.00     **CONTRIBUTED ASSETS & EQUIPMENT** – The value of Town donated equipment and streets/infrastructure replaced by Utility companies.
- 6086.00     **LOSS ON SCRAPPED ASSETS** – Loss on disposed assets.

**5010 – OTHER FINANCING**

6111.00      **LOAN FOR STREET IMPROVEMENTS** – Funds borrowed for roadway improvements.

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**5000 – TRANSFER**

6099.00      **TRANSFERS FROM FUND BALANCE** (R) - Funds transferred from the Unassigned Fund Balance.

6085.00      **UNASSIGNED FUND BALANCE** – Undesignated prior surplus funds.

## **ELECTED OFFICIALS**

## **EXPENDITURES**

### **9000 – TOWN ELECTED OFFICIALS**

#### **9001 - Town Council**

- 7000.00 **SALARIES** – This line item represents funds allocated for the stipends for Town Council members paid monthly.
- 7001.00 **SERVICE EXPENSES** - This line item represents funds allocated for the conducting of Town Council duties and for special constituent projects.
- 7370.00 **COMMUNICATION EXPENSES** - This line item represents funds allocated for equipment, cell phones and IT service.
- 7002.00 **DUES, MEETINGS/CONVENTIONS** - This line item represents funds allocated for the Council members for payment of dues and/or to attend conferences and meetings, plus per diem, travel, mileage reimbursement, and lodging related to conferences in excess of 50 miles. (approximately \$1,770 each Council member)
- 7228.00 **FICA** – This line item represents funds allocated to cover the cost of the Council's Social Security taxes.
- 7229.00 **WORKERS COMP** – Funds allocated for the payment of insurance to cover the Council in case of on-the- job injuries.

#### **9002 - Mayor**

- 7004.00 **SALARY**- Line item represents funds allocated for the stipend paid to the Mayor paid monthly.
- 7006.00 **SERVICE EXPENSE (MAYOR)** – This line represents funds allocated for the reimbursement of expense incurred in conducting of Town duties and special constituent projects.
- 7371.00 **COMMUNICATION EXPENSES** - This line item represents funds allocated for equipment, cell phones and IT service.
- 7007.00 **DUES, MEETINGS/CONVENTIONS** – This line item represents funds allocated for the Mayor for payment of dues and/or to attend conferences and meeting, plus per diem, travel, mileage reimbursement, and lodging related to conferences in excess of 50 miles.
- 7005.00 **EMPLOYEE APPRECIATION** - This line item represents funds allocated for the appreciation of Town employees.
- 7197.00 **EVENT/MEETING HOSPITALITY**-This line item represents funds allocated for the expenses incurred in the conducting of Town duties, and for the Mayor to host meetings and community events.
- 7230.00 **FICA – MAYOR** – This line item represents funds allocated to cover the cost of the Mayor's Social Security taxes.
- 7231.00 **WORKERS COMP – MAYOR** - Funds allocated for the payment of insurance to cover the Mayor in case of on-the- job injuries.
- 7008.00 **ELECTION EXPENSE** - This line item represents funds allocated for carrying out Town elections, such as stipends for election board members, voting machines, postage for mailings and PG County Board of Elections staff support.

# **ADMINISTRATION**



## **9005 – ADMINISTRATION EXPENSES**

### **ADMINISTRATIVE SALARIES**

These line items represent funds allocated for the salaries of the following members of the Administrative Department:

7009.00	Town Clerk
7013.00	Town Administrator
7016.00	Town Treasurer
7267.00	Administrative Assistant
7268.00	Overtime – Administrative Assistant

### **9006 - Town Clerk**

7011.00	<b><u>TRAINING</u></b> - This line item represents funds allocated to allow the Town Clerk to attend Certified Municipal Clerk training or similar professional development programs.
7012.00	<b><u>SERVICE EXPENSES</u></b> - This line item represents funds allocated for the reimbursement of expenses incurred in the conduct of Town duties.
7014.00	<b><u>DUES, MEETINGS/CONVENTIONS</u></b> - This line item represents funds allocated for the Town Clerk for dues and to attend conferences and other meetings, plus per diem, travel, mileage reimbursement when personal vehicle is used, and lodging related to conferences in excess of 50 miles.
7003.00	<b><u>CODIFICATION OF CHARTER/TOWN ORDINANCE</u></b> - This line item represents funds for the upkeep of the Charter and Code.

### **9007 - Town Administrator**

7225.00	<b><u>SERVICE EXPENSES</u></b> - This line item represents funds allocated for the reimbursement of expenses incurred in the conduct of Town duties.
7226.00	<b><u>DUES, MEETINGS/CONVENTIONS</u></b> - This line item represents funds allocated for the Town Administrator for employee meeting, dues and to attend conferences and other meetings, plus per diem, travel, mileage reimbursement when personal vehicle is used, and lodging related to conferences in excess of 50 miles.

### **9008 – Finance**

7018.00	<b><u>SERVICE EXPENSES</u></b> - This line item represents funds allocated to the Treasurer for the reimbursement of expenses incurred in the conduct of Town duties.
7019.00	<b><u>INSURANCE FIDELITY</u></b> - This line item represents funds allocated for the premium for bonding of the Town Treasurer.
7020.00	<b><u>TRAINING</u></b> - This line item represents funds allocated to allow the Treasurer to obtain financial training or attend professional development programs.
7021.00	<b><u>DUES, MEETINGS/CONVENTIONS</u></b> - This line item represents funds allocated for the Treasurer for dues and to attend conferences and other meetings, plus per diem, travel, mileage reimbursement when personal vehicle is used, and lodging related to conferences in excess of 50 miles.
7022.00	<b><u>DATA AUTO SYSTEM UPKEEP –TREASURER</u></b> - This line item represents funds allocated for the purchase of software and services for the Treasurer's office to comply with GASB.

7023.00      **AUDIT- FINANCE** – This line item represents funds allocated for the cost of the Town’s annual financial audit.

**9009 – ADMINISTRATION**

7127.00      **FICA** - This line item represents funds allocated to cover the cost of Administration employees’ Social Security taxes.  
7128.00      **HEALTH INSURANCE** - This line item represents funds allocated to cover the cost of medical coverage for fulltime Administration employees.  
7129.00      **RETIREMENT** - This line item represents funds allocated for the retirement plan contribution for fulltime Administration employees.  
7130.00      **WORKER’S COMP INSURANCE** - Funds allocated for the payment of insurance to cover administration employees in case of on-the- job injuries.  
7131.00      **LIFE/DISABILITY INSURANCE** – This line item represents funds for the payment of life/disability insurance for fulltime Administration employees.  
7132.00      **VEHICLE REPAIR** – This line item represents funds for Admin vehicle repair.  
7133.00      **FUEL** – This line item represents funds allocated for fuel.  
7224.00      **TRAINING – ADMINISTRATIVE ASSISTANT** -This line item represents funds allocated to allow the Admin Assistant to attend training or similar professional development programs and support for MML Conference.

**9010 – NON-DEPARTMENTAL EXPENSES**

7025.00      **LEGAL SERVICES** - This line item represents funds for the payment of legal services.  
7227.00      **NEWSLETTER EXPENSE** - This line item represents funds allocated for the postage cost of the newsletter which is mailed to each resident in Forest Heights.  
7029.00      **GENERAL LIABILITY INSURANCE** – This line item represents funds for the payment of all liability insurance except the Treasurer’s bond.  
7233.00      **SALARY – WEBMASTER** – This line represents funds allocated for the update and maintenance of the Town website.  
7035.00      **PUBLICATIONS/SUBSCRIPTIONS** - This line item represents funds allocated for newspapers, magazines, periodicals, and books purchased for the Town for elected officials and staff use.  
7036.00      **LEGAL NOTICES** - This line item represents funds allocated for newspaper announcements of Town contract opportunities and other formal notices.  
7038.00      **COPIER – ADMINISTRATION** - This line item represents funds allocated for the copier lease, printing cost and supplies.  
7039.00      **POSTAGE – ADMINISTRATION** - This line item represents funds allocated for the cost of postage for the administrative offices.  
7040.00      **WEB PAGE SERVICE** - This line item represents funds allocated for the annual cost for CivicPlus to host internet access, development and maintenance of the Town web site and additional software applications.  
7041.00      **OFFICE SUPPLIES – ADMINISTRATION** - This line item represents funds allocated for the purchase of office equipment, supplies, software, stationary, kitchen supplies and the employee vending machine.  
7042.00      **SERVICE/CONTRACTS** - This line item represents funds allocated for an IT needs assessment, contracts for rentals, warranties, and maintenance and repair services.

7044.00 **UTILITIES – MUNICIPAL BUILDING** - This line item represents funds allocated for gas, water and electric services for the Municipal Building.

7045.00 **TELEPHONE – ADMINISTRATION** - This line item represents funds allocated for telephone/email usage and support in the Municipal Building.

7047.00 **ADP PAYROLL SERVICE EXPENSE** - This line item represents funds allocated for payroll processing.

7048.00 **ASSOCIATION DUES** - This line item represents funds allocated for association dues/memberships.

7050.00 **BANK SERVICE CHARGES** - This line item represents funds allocated for credit card processing fees.

7193.00 **CELLULAR PHONES** - This line item represents funds allocated for Administration Department cell phone and ipad purchase and usage.

7198.00 **OFFICE EQUIPMENT – Capital Exp-** This line item represents funds allocated for purchase of Administration Department office equipment and furniture to be capitalized.

7353.00 **I-NET EXPENSE/DUES** - This line item represents funds allocated for the participation in the county I-Net Program.

7264.00 **SPECIAL CONTRACT SERVICES** - This line item represents funds for the payment of Lobbyist services, contracted professional services and Circuit Rider Program related expenses.

7265.00 **MARKETING** – This line item represents funds for the development of promotional/communication materials for the Town, the MML Booth sponsorship and Social Media support.

7257.00 **COMMUNITY EVENTS** – This line item represents funds allocated for expenses associated with the Shred Events and Spring/Fall Clean-ups.

**PUBLIC SAFETY DEPARTMENT**

## **9015 –PUBLIC SAFETY**

### **PUBLIC SAFETY SALARIES**

These line items represent funds allocated for the salaries of the following Police Department members:

7200.00	Police Chief
7055.00	Police Clerk
7054.00	Police Officer
7060.00	Police Officer
7262.00	Police Officer
7269.00	Police Officer
7057.00	Police Officer
7061.00	Police Officer
7062.00	Police Officer
7270.00	Police Officer
7056.00	Code Enforcement Officer (CEO)
7220.00	Code Enforcement Officer – Part-time
7065.00	Police Overtime
7165.00	Code Enforcement Overtime

7167.00	<b><u>WORKERS COMPENSATION</u></b> - Funds allocated for the payment of insurance to cover Public Safety employees in case of on-the- job injuries.
7168.00	<b><u>HEALTH INSURANCE</u></b> - This line item represents funds allocated to cover the cost of medical coverage for fulltime Public Safety employees.
7169.00	<b><u>LIFE/DISABILITY INSURANCE</u></b> - This line item represents funds for the payment of life/disability insurance for fulltime Public Safety employees.
7170.00	<b><u>RETIREMENT</u></b> - This line item represents funds allocated for the retirement plan contribution for fulltime Public Safety employees.
7171.00	<b><u>FICA</u></b> - This line item represents funds allocated to cover the cost of Police Department employees' Social Security taxes.
7066.00	<b><u>UNIFORMS</u></b> - This line item represents funds allocated for the purchase of Police uniforms and a semi-annual cleaning allowance, and the purchase of Code Enforcement uniforms.
7068.00	<b><u>GASOLINE EXPENSE</u></b> - This line item represents funds allocated to cover gas for Police Department vehicles purchased through the County Gasboy system.
7069.00	<b><u>VEHICLE/EQUIPMENT REPAIR</u></b> - This line item represents funds allocated for all major auto maintenance and repairs, tag registrations and renewals, tire repairs and for all repairs not covered under warranty including the purchase of tires.
7070.00	<b><u>OFFICE SUPPLIES</u></b> - This line item represents funds allocated for the purchase of office equipment, supplies, software, stationary, postage and miscellaneous equipment.
7372.00	<b><u>SUPPLIES - CEO</u></b> - This line item represents funds allocated for the purchase of uniforms, equipment, Gov Q&A software, postage and miscellaneous supplies.
7073.00	<b><u>COMMUNICATION EQUIPMENT (Wireless)</u></b> - This line item represents funds allocated for cell phone purchase/ usage, GPS and vehicle diagnostic unit.

- 7074.00 **LAW ENFORCEMENT EQUIPMENT – CAPITAL EXP** - This line item represents funds allocated for the purchase of Police Department equipment, ie body armor, tasers, ballistic shields/plates, body cameras, other, which qualify as capital expenditures.
- 7373.00 **LAW ENFORCEMENT SUPPLIES** - This line item represents funds allocated for the purchase of Police Department supplies and equipment which do not qualify as capital expenditures.
- 7075.00 **TRAINING/DUES/MEETINGS/CONVENTIONS - PD-** This line item represents funds allocated for all Maryland Police and Correctional Training Commission mandatory in-service training and Annual Firearms Training, association dues, conference expenses, and meetings to include per diem, travel, mileage reimbursement when personal vehicle is used, and lodging related to conferences in excess of 50 miles.
- 7374.00 **TRAINING/DUES/MEETINGS/CONVENTIONS - CEO** This line item represents funds allocated for training, association dues, conference expenses, and meetings to include per diem, travel, mileage reimbursement when personal vehicle is used, and lodging related to conferences in excess of 50 miles.
- 7076.00 **MISCELLANEOUS SUPPLIES-** This line item represents funds allocated for photo equipment for police evidence, repairs to equipment, and film for equipment, traffic cones, first aid supplies, and fire extinguishers. Also includes miscellaneous expenses such as update of the Police Department General Code and employee staff meetings.
- 7077.00 **MOBILE DATA COMPUTERS** - This line item represents funds allocated for the annual CapWin software installation cost and the wireless connection cards for the Police Department in-car computers.
- 7175.00 **SURVEILLANCE CAMERAS** - This line item represents funds allocated for the purchase, installation, electrical maintenance and licenses of the surveillance cameras.
- 7084.00 **TELEPHONE** - This line item represents funds allocated for telephone/email usage and support in the Municipal Building.
- 7375.00 **DEBT SERVICE – POLICE EQUIPMENT** – This line item represents funds allocated to the repayment of debt on equipment purchased.
- 7201.00 **DEBT SERVICE – NEW POLICE VEHICLE** – This line item represents funds allocated to the repayment of debt on new vehicle purchases.
- 7176.00 **ATTORNEY FEE** - This line item represents funds allocated for legal services provided concerning police and code related issues.
- 7203.00 **COMMUNICATION EQUIPMENT** This line item represents funds allocated for maintenance of police radios and for CAD's/MDT which are in-car computers used for criminal and vehicle tag checks.
- 7204.00 **WEAPONS (FIREARMS & AMMUNITION)** - This line item represents funds allocated for the purchase of ammunition and weapons.
- 7205.00 **RECRUITMENT EXPENSE – POLICE** - This line item represents funds allocated for psychological and polygraph testing for police officer candidates.
- 7206.00 **SUBSTANCE AND PHYSICAL TESTING** - This line item represents funds allocated for physical evaluations and substance testing of Police/Code Enforcement officers and candidates.
- 7376.00 **CANINE EXPENSE –** This line item represents funds allocated to fund the canine program including purchase of the dog, vet fees, and equipment.

7207.00      **NEIGHBORHOOD WATCH PROGRAM** - This line item represents funds allocated for the sponsoring of National Night Out, neighborhood watch programs and public relations outreach thru social media, photos, flyers and videos.

## **PUBLIC WORKS**



## **9020 PUBLIC WORKS DEPARTMENT**

### **PUBLIC WORKS SALARIES**

These line items represent funds allocated for the salaries of the following members of the Public Works Department:

7235.00	Director
7086.00	Custodian
7085.00	Crewman
7088.00	Crewman
7090.00	Overtime
7087.00	Part-time Crewman
7098.00	<b><u>UNIFORM</u></b> - This line item represents funds allocated for the purchase of uniforms.
7101.00	<b><u>COMMUNICATION EQUIPMENT</u></b> - This line item represents funds allocated for Public Works Department cell phone purchase/usage, and GPS and vehicle diagnostic unit.
7102.00	<b><u>HEALTH INSURANCE</u></b> - This line item represents funds allocated to cover the cost of medical coverage for fulltime Public Works employees.
7103.00	<b><u>FICA</u></b> - This line item represents funds allocated to cover the cost of Public Works employees' Social Security taxes.
7282.00	<b><u>UNEMPLOYMENT COMPENSATION</u></b> - This line item represents funds for the payment of unemployment to former Public Works employees.
7104.00	<b><u>RETIREMENT</u></b> - This line item represents funds allocated for the retirement plan contribution for fulltime Public Works employees.
7105.00	<b><u>WORKERS COMPENSATION</u></b> - Funds allocated for the payment of insurance to cover Public Works employees in case of on-the- job injuries.
7106.00	<b><u>LIFE/DISABILITY INSURANCE</u></b> - This line item represents funds for the payment of life/disability insurance for fulltime Public Works employees.
7260.00	<b><u>SUBSTANCE AND PHYSICAL TESTING</u></b> - This line item represents funds allocated for physical evaluations and substance testing of public works employees and candidates.
7242.00	<b><u>TRAINING, DUES, MEETINGS, CONVENTIONS</u></b> - This line item represents funds allocated for skills improvement, association dues, conferences and meeting for Public Works employees plus per diem, travel, mileage reimbursement when personal vehicle is used, and lodging related to conferences in excess of 50 miles.
7160.00	<b><u>SUPPLIES AND MISCELLANEOUS EXPENSE</u></b> This line item represents funds for office supplies, the purchase of office furniture/equipment and repairs, software and employee staff meetings.

## **9022 – PUBLIC WORKS BUILDING MAINTENANCE**

7093.00	<b><u>SUPPLIES/MISCELLANEOUS</u></b> - This line item represents funds allocated to cover the cost of general supplies.
7096.00	<b><u>JANITORIAL SUPPLIES</u></b> - This line item represents funds allocated for janitorial and cleaning supplies.

- 7097.00      **SMALL EQUIPMENT/ PW BUILDING MAINTENANCE/REPLACEMENT** - This line item represents funds allocated for the purchase of equipment and parts to maintain the servicing of the Town and buildings.
- 7095.00      **EXTERMINATION** – This line item represents funds allocated for extermination services for the Municipal Building, Modoc Building, Grounds and the Mosquito Control Program.

**9023 – PUBLIC WORKS FLEET MAINTANCE**

- 7092.00      **VEHICLE MAINTENANCE** - This line item represents funds allocated to reflect maintenance and routine/minor repair of Public Works vehicles, GPS and diagnostic unit, as well as unanticipated repairs of a substantial nature.
- 7094.00      **GASOLINE EXPENSE** - This line item represents funds allocated for the gas usage by Public Works vehicles, and Gas boy charges for use of County supplies.
- 7320.00      **LARGE EQUIPMENT – CAPITAL EXPENSE** - This line item represents funds allocated to purchase mobile equipment which can be capitalized.

**9024 – PUBLIC WORKS - PUBLIC AREA MAINTENANCE**

- 7089.00      **SMALL SUPPLIES/EQUIPMENT** - This line item represents funds for water, equipment and supplies for the upkeep of rain gardens, green roof, parks, public areas, purchase of mulch and maintenance costs of specialized equipment other than automobiles and trucks, such as lawnmowers, equipment trailers, weed-eaters, and blowers.
- 7263.00      **PUBLIC AREA MAINTENANCE** – This line represents funds allocated for the maintenance of Town trees and grass areas by a contractor.

**9025 – PUBLIC WORKS – STREET MAINTENANCE**

- 7099.00      **STREET SIGNS AND PAINT** - This line item represents funds allocated to replace street signs and the purchase of paint to refresh crosswalks, speed humps and designated curbs.
- 7377.00      **LARGE EQUIPMENT – CAPITAL EXPENSE** - This line item represents funds allocated to purchase street maintenance equipment which can be capitalized.
- 7243.00      **STREET MAINTENANCE** - This line item represents funds allocated for the minor repair of streets, curbs, Peed humps and patching..
- 8008.00      **SNOW REMOVAL/TREE REMOVAL** - This line item represents funds allocated for the expense of a contractor to perform snow removal and the cost to provide lodging/meals for Town personnel deemed essential during emergency events. In addition, funds are allocated to provide contracted tree removal services when trees are diagnosed as dead, badly diseased, obstructing traffic, or endangering neighboring residents.

# **SPEED CAMERA**

## **Forest Heights Speed Monitoring Program**

**9055 – SPEED CAMERA EXPENSES** – These line items represent funds allocated for cost directly associated with the implementation, oversight and monitoring of Program Revenue and Expense as allowable by Maryland State Law:

7300.00	<b>ADMINISTRATIVE FEE – SPEED CAMERA CONTRACTORS</b>
7301.00	<b>SALARY – OMBUDSMAN</b>
7378.00	<b>SALARY – AUTOMATED ENFORCEMENT OFFICERS (4)</b>
7304.00	<b>BENEFITS - AUTOMATED ENFORCEMENT OFFICERS (4)</b>
7302.00	<b>OVERTIME - AUTOMATED ENFORCEMENT OFFICERS (4)</b>
7302.00	<b>FICA</b>
7399.00	<b>RETIREMENT</b>
7398.00	<b>WORKER’S COMPENSAION</b>
7304.00	<b>BENEFITS</b>
7216.00	<b>ATTORNEY FEES</b>
7210.00	<b>COMPUTERS/COMMUNICATION EQUIPMENT</b>
7217.00	<b>STREET SIGNS/CROSSWALK PAINTING</b>
7214.00	<b>OTHER</b>

**9060 – REVENUE DUE TO STATE** – This line item represents funds allocated for payment of revenue due to the State of Maryland in accordance with the Maryland Speed Camera Program.

7311.00	<b>STATE REVENUE</b>
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**9065 – ALLOWED EXPENDITURES** – These line items represent funds allocated for expenses which are allowed to be included with Speed Camera Expenses:

7310.00	<b>TRAVEL AND MEETING – Associated with Speed Camera Program</b>
7309.00	<b>PROGRAMS FOR SAFETY</b>
7307.00	<b>COPYING AND PRINTING</b>
7308.00	<b>OFFICE SUPPLIES/EQUIPMENT</b>
7212.00	<b>SURVEILLANCE CAMERAS</b>
7208.00	<b>IT/SOFTWARE</b>

**OTHER**  
**MUNICIPAL EXPENSES**  
**AND**  
**RESTRICTED FUNDING**

## **9075 - STREET HIGHWAY ADMIN EXPENSES**

8000.00      **STREET REPAIR PROJECT** - This line item represents funds allocated for major replacement and repair of streets and curbs.

## **9030 – TRASH SERVICES**

8001.00      **GOODE TRASH CONTRACT** - This line item represents funds allocated for trash and bulk collection service for residents and municipal buildings.

8002.00      **REFUSE DISPOSAL FEES** - This line item represents funds allocated to pay for the disposal of tires and the environmental impact fee assessed for trash disposal.

8102.00      **MUNICIPAL DUMPSTER** - This line item represents funds allocated for dumpsters and the subsidy of the community cleaning events.

## **9040 – CAPITAL IMPROVEMENTS**

8012.00      **SUSTAINABLE DESIGN SERVICE – CONSULTING ENGINEER** - This line item represents funds allocated for professional engineering services and special project management.

8018.00      **NORTH HURON STREET RECONSTRUCTION PROJECT** - This line item represents funds allocated for the construction of the SHA Safe Route to School Project.

8016.00      **STORM DRAIN REPAIR/RECONSTRUCTION** - This line item represents funds allocated for repair/construction of storm drains.

8042.00      **DEBT SERVICE – STREET IMPROVEMENTS** - This line item represents funds allocated to the repayment of debt on the loan for street improvements.

## **9045 – MUNICIPAL BUILDING EXPENSE**

7194.00      **NETWORK SYSTEM /PHONES** - This line item represents funds allocated for support, maintenance and upgrade of the network system and phone service.

7256.00      **COMMUNITY ROOM RENTAL SERVICES** – This line item represents funds allocated for services provided for the Community Room rentals i.e. open/close of building and police security.

7196.00      **FURNITURE – CAPITAL EXPENSE** - This line item represents funds allocated for furniture at the municipal building.

7223.00      **MUNICIPAL BUILDING REPAIR AND MAINTENANCE** - This line item represents funds allocated for repair and maintenance of the municipal building and surrounding areas to include parking lots, retaining wall and garages.

8038.00      **MODOC BUILDING** - This line item represents funds allocated for renovation, maintenance and operational expenses of the Police/Public Works Building.

## **9035 – STREET LIGHTING EXPENSE**

8006.00      **STREET LIGHTING** - This line item represents funds allocated for the electric cost of town streetlights.

**9050 – SPECIAL PROGRAMS EXPENSE**

- 8028.00     **PLUS 60 SENIOR PROGRAM** - This line item represents funds allocated for senior activities and events.
- 8044.00     **SENIORS EXERCISE PROGRAM** - This line item represents funds allocated for the salary-related cost of the Seniors Exercise Instructor, equipment and expenses for participant activities.
- 8030.00     **YOUTH PROGRAM** - This line item represents funds allocated for youth activities and events.
- 8032.00     **ECONOMIC DEVELOPMENT BUSINESS** - This line item represents funds allocated for the economic/business development of the Town.
- 7350.00     **HEALTHY HEIGHTS PROGRAM** - This line item represents funds allocated for the salary-related cost of the Healthy Heights Program Manager and expenses for program activities.
- 8033.00     **FOREST HEIGHTS – OXON HILL CDC –** This line item represents funds to be contributed to toward the cooperative partnership between the Town and the CDC.
- 8045.00     **COMMUNITY GARDEN** - This line item represents funds allocated for further development and the maintenance of the Town community garden.
- 8046.00     **COMMUNITY GATHERING SPACE** - This line item represents funds allocated for further development and the maintenance of the Town community gathering space.

**9070 – RESTRICTED FUNDING** – These line items represent funds allocated for cost directly associated with projects funded by grants and the Rainy Day Fund contribution:

- 7259.00     **M-NCPPC PROJECT OPEN SPACE GRANT – COMMUNITY GATHERING SPACE**
- 7261.00     **MD COMMUNITY PARKS AND PLAYGROUNDS GRANT – COMMUNITY GATHERING SPACE**
- 7266.00     **M-NCPPC PROJECT OPEN SPACE GRANT – COMMUNITY GARDEN**
- 8041.00     **MD STATE HIGHWAY ADMIN – SAFE ROUTES TO SCHOOL GRANT**
- 7379.00     **MD BOND BILL – SAFE ROUTE TO SCHOOL PROJECT**
- 8047.00     **MD DHCD CIRCUIT RIDER PROGRAM**
- 7380.00     **MD LOCAL IMPACT GRANT**
- 8999.00     **CONTRIBUTIONS TO RAINY DAY FUND**

**9099 – FUND BALANCE**

- 9999.00     **UNASSIGNED FUND BALANCE** - Undesignated prior surplus funds.

**Town of Forest Heights  
Fiscal Year 2021  
Budget Worksheet**

Revenue	Jul '17 - Jun 18	Jul '18 - Jun 19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
<b>4000 - Taxes</b>					
6000 - Income Tax	233,540.45	248,376.48	177,040.72	210,300.00	180,700.00
6001 - Real Taxes - Noncommercial	1,003,749.81	1,010,385.45	953,821.70	936,668.00	796,800.00
6100 - Real Taxes - Commercial	50,660.79	51,217.66	43,803.85	63,128.00	43,300.00
6123 - Real Taxes - Rented Residential	0.00	0.00	112,461.07	99,894.00	93,300.00
6003 - Utility Taxes	56,503.40	58,217.60	56,822.40	60,000.00	56,000.00
6005 - Tangible Personal Property Tax	14,259.39	15,040.45	22,222.51	16,000.00	18,000.00
6007 - Interest/Penalty - Real Taxes	6,924.75	6,861.18	4,903.32	8,000.00	6,000.00
6009 - Town Services - Trash	165,728.64	164,149.00	123,111.75	164,149.00	187,935.00
<b>Total 4000 - Taxes</b>	<b>1,531,367.23</b>	<b>1,555,247.82</b>	<b>1,494,187.32</b>	<b>1,558,139.00</b>	<b>1,382,035.00</b>
<b>4010 - Licenses and Permits</b>					
6017 - Rental Permits	2,828.50	2,925.00	1,425.00	3,000.00	3,000.00
6027 - Building Permits	2,906.45	5,446.72	5,034.73	3,500.00	5,000.00
6076 - Business Licenses	3,103.05	3,528.97	1,600.00	2,400.00	2,000.00
6117 - Vacancy Permits	250.00	1,000.00	1,575.00	2,000.00	2,000.00
6113 - Utility Street Cut Permits	2,191.42	0.00	0.00	2,000.00	2,000.00
6115 - Utility Fees	0.00	0.00	0.00	800.00	800.00
<b>Total 4010 - Licenses and Permits</b>	<b>11,279.42</b>	<b>12,900.69</b>	<b>9,634.73</b>	<b>13,700.00</b>	<b>14,800.00</b>
<b>4020 - Fed, State and Co Shared Rev</b>					
6008 - GOCCP State Police Aid	51,488.00	45,198.00	37,059.00	49,412.00	59,359.00
6023 - Highway User Revenue	20,406.37	21,231.71	47,689.98	105,373.00	81,530.00
6121 - Highway Transportation Grant	55,189.00	62,767.95	0.00	0.00	0.00
6030 - Parks and Planning Grant	10,000.00	10,000.00	0.00	0.00	0.00
6031 - Building Renovation Bond	0.00	0.00	0.00	50,000.00	0.00
6041 - Chesapeake Bay Trust Fund	91,323.00	1,250.00	0.00	0.00	0.00
6080 - NFWF Rolph Drive	200,000.00	0.00	0.00	0.00	0.00
6103 - M-NCPPC Project Open Space	0.00	0.00	0.00	13,950.00	13,950.00



**Town of Forest Heights  
Fiscal Year 2021  
Budget Worksheet**

	Jul '17 - Jun '18	Jul '18 - Jun '19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
6104 · M-NCPPC Parks and Playgrounds	0.00	0.00	0.00	22,000.00	22,000.00
6084 · PG County - Stormwater Maint.	208,409.00	0.00	0.00	0.00	0.00
6109 · MD SHA SRTS	0.00	0.00	0.00	211,000.00	211,000.00
6102 · MD Smart Energy Grant	0.00	13,845.00	0.00	0.00	0.00
6118 · PG County - Local Impact Grant	12,908.50	70,000.00	0.00	0.00	0.00
6122 · MD DHCD Circuit Rider Program	0.00	45,250.20	33,067.22	45,250.00	0.00
6124 · MD Local Impact Grant	0.00	0.00	120,000.00	120,000.00	120,000.00
6125 · MD Bond Bill - SRTS	0.00	0.00	0.00	125,000.00	125,000.00
6126 · MD Dept of Planning Census Gran	0.00	0.00	53,100.00	59,000.00	0.00
Total 4020 · Fed, State and Co Shared Rev	649,723.87	269,542.86	290,916.20	800,985.00	632,839.00
4030 · Special Trash Pick-up					
6022 · Rebates Waste Disposal	7,996.00	7,996.00	3,998.00	7,996.00	7,996.00
6024 · Metal Pick Up	316.46	947.43	520.14	600.00	600.00
Total 4030 · Special Trash Pick-up	8,312.46	8,943.43	4,518.14	8,596.00	8,596.00
4040 · Cable TV					
6073 · Comcast Franchise Fee	15,460.72	15,694.15	11,466.19	16,000.00	16,000.00
6074 · Verizon Franchise Fee	29,209.15	28,415.05	14,555.56	25,000.00	25,000.00
6075 · Verizon Peg Grant	18,577.02	18,072.00	9,257.33	16,500.00	16,500.00
Total 4040 · Cable TV	63,246.89	62,171.20	35,279.08	57,500.00	57,500.00
4050 · Fines & Forfeitures					
6015 · Park Fine/Vehicle Rel/Acc Reprt	27,232.50	52,730.00	23,265.50	44,200.00	30,000.00
6037 · Speed Camera Fund	939,337.77	844,824.90	540,923.66	1,240,000.00	800,000.00
6094 · Speed Camera - Collections	241,015.39	399,123.06	298,181.89	240,000.00	300,000.00
6077 · Civil Citations	11,905.75	12,822.05	15,831.58	10,000.00	9,000.00
Total 4050 · Fines & Forfeitures	1,219,491.41	1,309,500.01	878,202.63	1,534,200.00	1,139,000.00
4060 · Interest Income Revenue					

**Town of Forest Heights  
Fiscal Year 2021  
Budget Worksheet**

	Jul '17 - Jun 18	Jul '18 - Jun 19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
6018 · Investment Interest Income	20,818.58	31,377.16	23,246.18	25,000.00	6,000.00
Total 4060 · Interest Income Revenue	20,818.58	31,377.16	23,246.18	25,000.00	6,000.00
4070 · Rental Income					
6019 · Municipal Building Rental	13,615.00	10,395.00	3,285.00	10,000.00	3,000.00
Total 4070 · Rental Income	13,615.00	10,395.00	3,285.00	10,000.00	3,000.00
4080 · Other Revenues					
6021 · Miscellaneous	296.09	1,536.51	921.37	1,500.00	500.00
6038.1 · Donations - Unrestricted	490.00	3,000.00	3,850.00	2,500.00	500.00
6038 · Donations - Restricted	0.00	0.00	960.00	0.00	0.00
6040 · Newsletter Advertising	150.00	165.00	0.00	400.00	150.00
6105 · Utility Line Svc Program Rebate	1,402.00	1,986.34	1,693.58	2,000.00	1,750.00
6070 · Solar Energy - Municipal Bldg	4,626.00	4,615.58	4,018.06	4,000.00	4,600.00
6112 · LGIT Grants	0.00	5,000.00	1,636.00	1,636.00	0.00
6114 · Bid Documents	0.00	75.00	0.00	600.00	150.00
6116 · Senior Programs	33.00	0.00	0.00	100.00	0.00
6120 · Senior Exercise Class	1,429.58	1,098.59	706.53	1,000.00	500.00
Total 4080 · Other Revenues	8,426.67	17,477.02	13,785.54	13,736.00	8,150.00
4090 · Sale of Land & Equipment					
6028 · Sales of fixed assets	0.00	0.00	19,562.50	20,450.00	2,000.00
6086 · Loss on Scrapped Assets	3,142.07	0.00	0.00	0.00	0.00
6090 · Contributed Assets and Equip.	0.00	0.00	843.00	0.00	0.00
Total 4090 · Sale of Land & Equipment	3,142.07	0.00	20,405.50	20,450.00	2,000.00
5010 · Other Financing					
6111 · Other Financing - Loan	0.00	0.00	146,386.75	1,000,000.00	853,613.25
Total 5010 · Other Financing	0.00	0.00	146,386.75	1,000,000.00	853,613.25

**Town of Forest Heights  
Fiscal Year 2021  
Budget Worksheet**

	Jul '17 - Jun 18	Jul '18 - Jun 19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
5000 - Fund Balance ( R )					
6999 - Transfer from Fund Balance	0.00	0.00	0.00	466,868.00	1,044,731.25
6085 - Unassigned Fund Balance	0.00	0.00	0.00	1,910,400.00	1,332,536.75
Total 5000 - Fund Balance ( R )	0.00	0.00	0.00	2,377,268.00	2,377,268.00
Total Revenue	3,529,423.60	3,277,555.19	2,919,827.07	7,419,574.00	6,484,801.25
Gross Revenue	3,529,423.60	3,277,555.19	2,919,827.07	7,419,574.00	6,484,801.25
<b>Expenditures</b>					
9000 - Total Elected Official Expenses					
9001 - Town Council					
7000 - Salaries-Council	16,124.76	16,799.76	13,999.80	18,500.00	18,500.00
7001 - Service Expenses-Council	778.86	6,219.93	784.94	1,000.00	1,000.00
7370 - Communications Exp - Council	0.00	0.00	1,370.64	3,000.00	3,000.00
7002 - Dues/Meetings/MML Conv-Council	7,247.77	9,406.69	1,236.40	19,800.00	20,000.00
7228 - FICA-Council	1,233.63	1,285.20	963.90	1,290.00	1,290.00
7229 - Workers Comp-Council	162.06	161.33	168.01	290.00	175.00
Total 9001 - Town Council	25,547.08	33,872.91	18,523.69	43,880.00	43,965.00
9002 - Mayor					
7004 - Salary-Mayor	9,999.96	9,999.96	8,333.33	10,000.00	10,000.00
7006 - Service Expenses-Mayor	193.69	233.09	407.89	1,000.00	1,000.00
7371 - Communications Exp - Mayor	0.00	0.00	346.92	500.00	500.00
7007 - Dues/Meeting/MML Conv-Mayor	1,040.66	1,875.60	100.00	2,900.00	3,500.00
7005 - Employee Appreciation-Mayor	3,636.33	4,586.38	6,480.78	7,500.00	4,000.00
7197 - Event/Meeting Hospitality	2,654.55	620.05	413.01	500.00	1,000.00
7230 - FICA - Mayor	765.00	765.00	573.75	765.00	765.00

**Town of Forest Heights  
Fiscal Year 2021  
Budget Worksheet**

	Jul '17 - Jun 18	Jul '18 - Jun 19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
7231 - Workers Comp - Mayor	54.55	53.78	78.34	115.00	115.00
7008 - Election Expense	2,742.43	2,709.37	2,899.69	3,000.00	4,000.00
Total 9002 - Mayor	21,087.17	20,843.23	19,633.71	26,280.00	24,880.00
Total 9000 - Total Elected Official Expenses	46,634.25	54,716.14	38,157.40	70,160.00	68,845.00
9005 - Total Administration Expenses					
9006 - Town Clerk					
7009 - Salary-Town Clerk	45,081.73	49,462.53	42,012.21	52,015.00	55,120.00
7011 - Training - Town Clerk	2,319.16	1,295.37	402.66	2,500.00	2,500.00
7012 - Service Expenses - Town Clerk	0.00	224.03	0.00	400.00	400.00
7014 - Dues/Meeting/MML Con-Town Clerk	2,405.45	2,272.80	2,449.06	3,000.00	3,000.00
7003 - Codification	995.00	2,860.31	995.00	5,000.00	3,000.00
Total 9006 - Town Clerk	50,801.34	56,115.04	45,858.93	62,915.00	64,020.00
9007 - Town Administrator					
7013 - Salary - Town Administrator	92,215.34	73,196.31	60,702.56	76,385.00	76,385.00
7225 - Town Administrator Service Exp	633.56	1,049.02	57.95	1,000.00	1,000.00
7226 - Town Admin Dues/Meetings/Conv	2,682.95	1,876.60	200.00	3,500.00	3,500.00
Total 9007 - Town Administrator	95,531.85	76,121.93	60,960.51	80,885.00	80,885.00
9008 - Finance					
7016 - Salary - Treasurer	64,000.04	65,919.88	54,840.45	67,900.00	67,900.00
7018 - Service Expenses - Treasurer	0.00	311.70	0.00	100.00	100.00
7019 - Insurance Fidelity - Treasurer	187.66	187.67	187.67	200.00	200.00
7020 - Training - Treasurer	0.00	0.00	125.00	2,000.00	2,000.00
7021 - Dues/Meeting/ MML Con-Treasurer	884.00	40.00	215.00	1,500.00	1,500.00
7022 - Data Auto Syst Upkeep-Treasurer	111.89	113.30	398.65	500.00	1,000.00
7023 - Audit - Finance	14,000.00	14,000.00	14,000.00	14,000.00	20,000.00
Total 9008 - Finance	79,183.59	80,572.55	69,766.77	86,200.00	92,700.00

**Town of Forest Heights  
Fiscal Year 2021  
Budget Worksheet**

	Jul '17 - Jun 18	Jul '18 - Jun 19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
<b>9009 · Administrative</b>					
7015 · Salary - Administrative Asst	22,837.55	34,231.00	28,810.55	35,310.00	35,310.00
7239 · Overtime - Administrative Asst	4,893.28	2,113.11	370.80	1,000.00	500.00
7127 · FICA	18,077.82	16,559.73	14,117.14	17,800.00	19,500.00
7128 · Health Insurance	22,349.73	20,135.54	15,445.71	19,650.00	17,520.00
7129 · Retirement	11,725.59	13,432.92	10,737.90	13,960.00	14,200.00
7130 · Worker's Comp Insurance	3,022.65	797.41	1,362.20	1,500.00	1,500.00
7131 · Life/Disability Insurance	2,600.24	2,873.12	2,696.80	3,000.00	3,500.00
7032 · Unemployment Compensation	5,160.00	5,648.16	0.00	0.00	0.00
7132 · Vehicle Repair	604.99	700.00	94.06	1,500.00	1,500.00
7133 · Fuel	209.84	235.15	246.82	400.00	400.00
7224 · Training-Administrative Assist	57.95	129.00	269.08	500.00	500.00
Total 9009 · Administrative	91,539.64	96,855.14	74,151.06	94,620.00	94,430.00
<b>Total 9005 · Total Administration Expenses</b>	<b>317,056.42</b>	<b>309,664.66</b>	<b>250,737.27</b>	<b>324,620.00</b>	<b>332,035.00</b>
<b>9010 · Total Non-Dept Expenses</b>					
7025 · Legal Services	66,227.20	85,483.73	46,876.00	81,000.00	70,000.00
7227 · Newsletter Expense	2,160.58	2,559.14	1,610.34	2,500.00	2,500.00
7029 · General Liability Insurance	38,823.66	43,299.67	34,219.92	46,354.00	49,000.00
7233 · Salary - Webmaster	0.00	0.00	0.00	600.00	2,000.00
7036 · Legal Notices	341.04	912.21	685.10	2,800.00	2,000.00
7038 · Copier- Administration	7,686.17	11,184.38	12,039.41	14,500.00	14,500.00
7039 · Postage - Administration	526.98	689.46	895.00	1,000.00	1,000.00
7040 · Internet Acc Web Page Service	3,959.96	4,484.96	4,009.96	4,400.00	4,600.00
7041 · Office Supplies - Admin	6,070.35	6,230.85	6,649.51	7,000.00	7,500.00
7042 · Service Contracts	2,412.12	3,274.12	2,276.14	4,500.00	4,000.00
7044 · Utilities-Municipal Building	6,819.19	6,757.32	6,594.02	7,000.00	7,500.00
7045 · Telephone - Municipal Building	9,824.87	12,237.50	7,200.00	10,000.00	10,000.00

**Town of Forest Heights  
Fiscal Year 2021  
Budget Worksheet**

	Jul '17 - Jun 18	Jul '18 - Jun 19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
7047 · ADP Payroll Service Expense	6,809.96	6,589.47	5,030.31	6,800.00	6,500.00
7048 · Association Dues	2,756.82	2,424.27	2,881.00	3,000.00	3,000.00
7050 · Bank Service Charges	1,377.95	1,551.48	1,192.37	1,700.00	1,700.00
7193 · Cellular Phones	2,940.11	1,562.74	1,541.04	1,700.00	1,700.00
7198 · Office Equipment	2,486.20	1,549.97	417.00	1,000.00	8,000.00
7353 · I-Net Dues	3,455.00	4,740.88	0.00	5,300.00	5,300.00
7264 · Special Contract Services	17,920.58	27,295.11	21,275.06	28,000.00	28,000.00
7265 · Marketing	1,262.70	2,427.85	7,321.60	9,000.00	9,000.00
7257 · Community Events	1,683.62	1,872.80	1,575.03	2,500.00	2,500.00
<b>Total 9010 · Total Non-Depart Expenses</b>	<b>185,545.06</b>	<b>227,127.91</b>	<b>164,288.81</b>	<b>240,654.00</b>	<b>240,300.00</b>
<b>9015 · Total Public Safety</b>					
7055 · Salary - Police Clerk	39,508.81	42,496.39	27,789.19	34,436.00	40,000.00
7200 · Salary - Chief	30,481.81	15,384.60	49,499.94	61,800.00	61,800.00
7057 · Salary - Police Officer 1	43,045.69	43,625.06	33,826.26	42,000.00	42,000.00
7058 · Salary - Police Officer _	0.00	8,660.73	0.00	0.00	0.00
7059 · Salary - Police Officer _	40,310.18	48,126.82	0.00	0.00	0.00
7060 · Salary - Police Officer 3	31,566.34	41,835.00	34,282.36	42,000.00	42,000.00
7061 · Salary - Police Officer 4	44,228.41	46,407.34	38,078.67	45,895.00	45,895.00
7062 · Salary - Police Officer 5	0.00	0.00	35,492.37	44,558.00	45,895.00
7262 · Salary - Police Officer 9	18,376.19	50,917.30	16,505.10	47,272.00	42,000.00
7054 · Salary - Police Officer 6	9,384.24	41,588.80	34,783.09	42,000.00	42,000.00
7269 · Salary - Police Officer 7	0.00	0.00	3,966.86	13,000.00	42,000.00
7270 · Salary - Police Officer	0.00	0.00	3,361.16	13,000.00	50,000.00
7065 · Overtime - Police	53,944.01	54,700.01	30,382.62	58,000.00	58,000.00
7056 · Salary-Code Enforcement Off	30,997.08	40,651.75	33,591.36	41,200.00	41,205.00
7220 · Salary - Code Enforcement-P/T	16,945.54	883.50	0.00	0.00	19,760.00
7165 · Overtime - Code Enforcement	0.00	0.00	783.97	3,000.00	2,500.00
7167 · Workers Compensation	64,901.19	57,119.50	57,434.60	66,140.00	66,140.00
7168 · Health Insurance	35,670.39	45,429.56	44,026.62	62,600.00	75,900.00

**Town of Forest Heights  
Fiscal Year 2021  
Budget Worksheet**

	Jul '17 - Jun '18	Jul '18 - Jun '19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
7169 · Life/Disability Insurance	3,657.61	4,887.58	4,361.55	6,700.00	7,000.00
7170 · Retirement	15,403.92	24,824.31	19,152.45	33,100.00	29,500.00
7171 · FICA	28,855.38	33,815.29	21,473.46	42,150.00	42,000.00
7066 · Uniform Issue - Police	9,018.42	12,752.06	7,607.71	14,700.00	10,000.00
7375 · Debt Service Police Equipment	0.00	0.00	0.00	12,819.00	15,000.00
7068 · Gasoline Expense-Police	18,479.44	26,411.52	19,696.46	30,000.00	30,000.00
7069 · Vehicle/Equipment Repair	21,456.18	23,509.55	26,767.60	27,000.00	23,000.00
7070 · Office Supplies - Police	5,462.66	8,208.02	3,143.16	7,500.00	7,500.00
7372 · Supplies - CEO	0.00	0.00	4,219.65	5,000.00	8,000.00
7073 · Communication Equip - Service	3,592.01	5,396.08	3,589.37	8,000.00	7,500.00
7074 · Law Enforcement Equip - Capital	1,693.97	21,638.89	73,368.87	123,450.00	35,000.00
7373 · Law Enforcement Equip-Supplies	0.00	0.00	2,872.92	5,000.00	5,000.00
7075 · Training/Dues/Meetings/Conv-PD	5,747.57	10,891.24	2,424.70	16,636.00	10,000.00
7374 · Training/Dues/Meetings/Conv-CEO	0.00	0.00	874.42	2,000.00	2,000.00
7076 · Supplies & Miscellaneous Exp	4,785.81	13,860.96	7,811.30	10,000.00	9,000.00
7077 · Mobile Data Computers	6,345.46	6,351.02	3,956.68	9,500.00	12,000.00
7175 · Surveillance Cameras	4,408.98	7,736.45	2,206.53	9,000.00	5,000.00
7084 · Telephone - Police Department	3,600.00	1,600.00	2,700.00	3,600.00	3,600.00
7201 · Debt Service-New Police Vehicle	3,814.77	102,389.80	79,507.66	95,000.00	42,000.00
7176 · Police MOU/Attorney Fee	8,911.00	7,676.00	5,164.50	7,000.00	7,000.00
7203 · Communication Equipment	0.00	0.00	2,919.70	4,000.00	3,000.00
7204 · Weapons (Firearms & Ammunition)	2,315.72	5,475.32	1,850.87	5,100.00	9,600.00
7205 · Recruitment Expense	2,235.00	2,371.83	3,061.50	4,000.00	4,000.00
7206 · Substance and Physical Testing	2,072.50	1,176.50	1,472.50	2,000.00	2,250.00
7290 · Parking Collection Fee	0.00	0.00	0.00	4,200.00	1,000.00
7376 · Canine Expense	0.00	0.00	10,721.96	13,000.00	5,800.00
7207 · Neighborhood Watch	874.50	3,231.08	1,971.20	4,500.00	2,000.00
Total 9015 · Total Public Safety	612,090.78	862,029.86	756,700.89	1,121,856.00	1,054,845.00

9020 · Total Public Works Expenses

**Town of Forest Heights  
Fiscal Year 2021  
Budget Worksheet**

	Jul '17 - Jun 18	Jul '18 - Jun 19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
<b>9021 - Public Works - Administration</b>					
7085 - Salary - Crewman 2	30,170.90	30,803.62	27,437.38	32,035.00	32,035.00
7086 - Salary - Custodian	11,364.00	9,781.89	8,238.67	18,760.00	13,520.00
7088 - Salary - Crewman 3	32,419.01	33,891.76	27,317.93	34,215.00	34,215.00
7235 - Salary - PW Director	54,147.66	55,787.92	46,434.56	59,080.00	59,080.00
7087 - Salary - Part-time Crewman	0.00	0.00	6,606.25	14,040.00	14,040.00
7107 - Salary - Part-time Seasonal	0.00	0.00	0.00	3,110.00	0.00
7090 - Overtime - Public Works	3,146.44	3,363.40	1,894.58	3,000.00	2,000.00
7098 - Uniform Replacement	50.72	336.29	1,228.18	1,300.00	2,500.00
7101 - Telephone - Public Works	1,302.32	1,246.39	912.76	1,200.00	1,200.00
7102 - Health Insurance	21,712.36	17,696.94	13,320.50	17,000.00	16,044.00
7103 - FICA	10,094.40	10,233.47	8,104.15	11,720.00	12,700.00
7282 - Unemployment Compensation	-313.00	0.00	0.00	4,000.00	4,000.00
7104 - Retirement	6,043.18	7,419.74	6,153.60	8,880.00	8,800.00
7105 - Workers Compensation	12,211.55	10,923.98	16,211.68	17,000.00	17,000.00
7106 - Life/Disability Insurance	1,709.28	1,989.85	1,413.60	1,700.00	2,000.00
7260 - Substance Testing	0.00	0.00	195.00	500.00	500.00
7160 - Office Supplies and Equipment	0.00	873.87	166.27	2,000.00	2,000.00
7242 - Training/Dues/Meetings/Conv	1,964.18	75.00	111.23	3,500.00	4,000.00
<b>Total 9021 - Public Works - Administration</b>	<b>186,023.00</b>	<b>184,414.12</b>	<b>165,746.34</b>	<b>233,040.00</b>	<b>225,634.00</b>
<b>9022 - Public Works - Bldg Maintenance</b>					
7093 - Supplies/Miscellaneous	678.52	1,504.80	1,064.37	2,000.00	2,000.00
7096 - Janitorial Supplies	2,419.11	2,916.54	3,056.45	4,000.00	4,500.00
7097 - Sm Equipment/PW Bldg Maint-Repl	3,405.71	7,694.11	3,197.24	7,000.00	7,000.00
7095 - Exterminating	2,415.44	2,340.49	845.37	3,000.00	3,200.00
<b>Total 9022 - Public Works - Bldg Maintenance</b>	<b>8,918.78</b>	<b>14,455.94</b>	<b>8,163.43</b>	<b>16,000.00</b>	<b>16,700.00</b>
<b>9023 - Public Works - Fleet Maint</b>					
7092 - Vehicle Maintenance	3,642.94	4,610.34	5,128.42	7,000.00	7,000.00



**Town of Forest Heights  
Fiscal Year 2021  
Budget Worksheet**

	YTD		Adjusted Budget		Proposed	
	Jul '17 - Jun '18	Jul '18 - Jun '19	FY 2020	FY 2021 Budget		
7094 - Gasoline Expense	4,421.92	4,840.13	3,858.24	4,500.00	4,500.00	
7320 - Large Equipment - Capital Exp	2,065.14	0.00	0.00	40,000.00	40,000.00	
Total 9023 - Public Works - Fleet Maint	10,130.00	9,450.47	8,986.66	51,500.00	51,500.00	
9024 - Public Works - Park Maint						
7089 - Equipment/Supplies - Park Maint	4,060.04	5,852.46	10,336.77	12,000.00	12,000.00	
7263 - Public Area Maintenance	25,647.58	31,984.97	19,161.06	30,000.00	30,000.00	
Total 9024 - Public Works - Park Maint	29,707.62	37,837.43	29,497.83	42,000.00	42,000.00	
9025 - Public Works - Street Maint						
7099 - Street Signs & Paint	1,163.08	2,766.97	7,262.84	8,000.00	8,000.00	
7377 - Large Equipment - Capital Exp	0.00	0.00	0.00	2,000.00	2,000.00	
7243 - Street Maintenance	6,312.95	4,251.80	13,675.75	40,000.00	4,000.00	
8008 - Snow Removal/Tree Removal	15,622.75	20,139.74	6,153.00	30,000.00	25,000.00	
Total 9025 - Public Works - Street Maint	23,098.78	27,158.51	27,091.59	80,000.00	39,000.00	
Total 9020 - Total Public Works Expenses	257,878.18	273,316.47	239,485.85	422,540.00	374,834.00	
9055 - Total Speed Camera Expenses						
7300 - Administrative Fee	333,025.88	322,672.58	222,459.99	460,000.00	460,000.00	
7301 - Salary - Ombudsman	11,425.00	11,500.00	11,456.75	15,000.00	15,000.00	
7378 - Salary-Auto Enforcement Officer	0.00	0.00	37,100.98	175,675.00	175,675.00	
7302 - Overtime	0.00	0.00	0.00	20,000.00	20,000.00	
7305 - FICA	0.00	0.00	3,714.67	12,400.00	16,100.00	
7398 - Worker's Compensation	0.00	0.00	5,060.00	25,315.00	25,315.00	
7399 - Retirement	0.00	0.00	2,226.06	11,745.00	11,745.00	
7304 - Benefits	0.00	0.00	458.37	28,800.00	30,000.00	
7216 - Attorney Fees	10,450.00	6,954.00	608.00	15,000.00	15,000.00	

**Town of Forest Heights  
Fiscal Year 2021  
Budget Worksheet**

	Jul '17 - Jun '18	Jul '18 - Jun '19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
7210 · Computers/Comm Equip	0.00	0.00	0.00	2,000.00	7,000.00
7244 · Audit	0.00	0.00	0.00	10,000.00	0.00
7214 · Other	0.00	3,000.00	3,000.00	5,000.00	5,000.00
Total 9055 · Total Speed Camera Expenses	354,900.88	344,126.58	286,084.82	780,935.00	780,835.00
9060 · Total State Revenue					
7311 · State Revenue	143,209.00	204,144.00	0.00	175,000.00	175,000.00
Total 9060 · Total State Revenue	143,209.00	204,144.00	0.00	175,000.00	175,000.00
9065 · Total Allowed Expenditures					
7310 · Travel and Meeting	0.00	0.00	0.00	500.00	500.00
7309 · Programs for Safety	0.00	0.00	0.00	1,000.00	1,000.00
7308 · Office Supplies/Equipment	0.00	0.00	0.00	500.00	500.00
7212 · Surveillance Cameras	0.00	0.00	0.00	12,000.00	12,000.00
7208 · IT/Software	0.00	0.00	0.00	1,200.00	1,200.00
Total 9065 · Total Allowed Expenditures	0.00	0.00	0.00	15,200.00	15,200.00
9075 · Total Street Hwy Admin Expenses					
8000 · Street Repair Project	0.00	0.00	133,373.00	802,154.00	595,182.00
Total 9075 · Total Street Hwy Admin Expenses	0.00	0.00	133,373.00	802,154.00	595,182.00
9030 · Total Trash Services					
8001 · Goode Trash	164,148.60	164,148.55	136,790.50	164,149.00	187,935.00
8002 · Refuse Disposal Fees	0.00	67.16	521.77	1,600.00	1,600.00
8102 · Municipal Public Dumpster	1,375.00	4,620.00	4,620.00	5,160.00	5,775.00
Total 9030 · Total Trash Services	165,523.60	168,835.71	141,932.27	170,909.00	195,310.00
9040 · Total Capital Improvement					
8012 · Sust Design Serv - Consult Eng	0.00	19,842.91	5,869.10	20,000.00	15,000.00
8018 · North Huron St Reconstruction	0.00	71,638.72	31,589.29	226,401.00	300,000.00

**Town of Forest Heights  
Fiscal Year 2021  
Budget Worksheet**

	Jul '17 - Jun '18	Jul '18 - Jun '19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
8016 - Storm Drain Repair/Reconstruct	0.00	13,290.00	0.00	15,000.00	15,000.00
8034 - Rolph Drive Project	0.00	2,065.08	0.00	0.00	0.00
8042 - Debt Service - Street Improve	12,337.90	92,232.07	99,010.26	143,240.00	117,500.00
Total 9040 - Total Capital Improvement	12,337.90	199,068.78	136,478.65	404,641.00	447,500.00
9045 - Total Municipal Bldg Expense					
7194 - Network System-IT System/Phones	10,499.04	10,495.00	11,289.36	15,000.00	23,650.00
7046 - Community Room-Upgrade/Maint	1,281.80	2,706.31	2,242.27	5,480.00	0.00
7256 - Community Rm Rental Services	3,221.60	2,100.00	825.00	3,000.00	450.00
7196 - Furniture	913.00	1,908.00	1,623.00	2,500.00	2,000.00
7223 - General Building Repair & Maint	0.00	77,070.28	49,427.96	87,000.00	1,500.00
8038 - Modoc Building	139,442.00	70,840.66	4,531.61	300,000.00	400,000.00
Total 9045 - Total Municipal Bldg Expense	155,357.44	165,120.25	69,939.20	412,980.00	427,600.00
9035 - Total Street Lighting Expense					
8006 - Street Lighting	39,075.02	35,665.92	29,685.22	42,000.00	42,000.00
Total 9035 - Total Street Lighting Expense	39,075.02	35,665.92	29,685.22	42,000.00	42,000.00
9050 - Total Special Programs Expense					
8010 - Forest Heights Day	8,910.54	10,730.91	12,676.35	12,750.00	0.00
8028 - Plus 60 Senior Program	1,955.12	1,924.07	2,645.93	3,000.00	1,000.00
8044 - Senior Exercise Program	3,976.35	4,429.70	3,057.19	5,280.00	2,500.00
8030 - Youth Programs	2,471.11	3,882.22	4,644.84	6,000.00	1,000.00
8032 - Economic Development Business	0.00	0.00	0.00	500.00	500.00
7350 - Healthy Heights Program	1,989.11	1,348.11	9,540.94	11,295.00	21,000.00
8033 - Forest Heights - Oxon Hill CDC	0.00	0.00	0.00	1,500.00	750.00
8045 - Community Garden	4.76	4,322.98	0.00	1,000.00	500.00
8046 - Community Gathering Space	0.00	2,174.28	417.42	5,000.00	5,000.00
Total 9050 - Total Special Programs Expense	19,306.99	28,812.27	32,982.67	46,325.00	32,250.00

**Town of Forest Heights  
Fiscal Year 2021  
Budget Worksheet**

	Jul '17 - Jun 18	Jul '18 - Jun 19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
<b>9070 - Restricted Funding</b>					
8023 - Chesapeake Bay Trust	0.00	1,240.58	0.00	0.00	0.00
7258 - MD Smart Energy Grant	0.00	13,845.00	0.00	0.00	0.00
7259 - M-NCPPC POS - Gathering Space	2,799.98	4,614.46	4,096.00	11,600.00	7,504.00
7261 - MD Parks&Playgrounds-Gathering	0.00	0.00	325.50	22,000.00	21,674.50
7266 - M-NCPPC POS - Comm Garden	100.00	3,056.37	0.00	2,350.00	2,350.00
8041 - MD SHA Safe Routes to School	0.00	0.00	0.00	211,000.00	211,000.00
7379 - MD Bond Bill - SRTS	0.00	0.00	0.00	125,000.00	125,000.00
8047 - DHCD Circuit Rider Program	0.00	45,250.20	36,547.98	45,250.00	0.00
8048 - MD Dept of Planning Census Gran	0.00	0.00	24,495.86	59,000.00	0.00
8999 - Contribution to Rainy Day Fund	0.00	0.00	0.00	3,000.00	3,000.00
<b>Total 9070 - Restricted Funding</b>	<b>2,899.98</b>	<b>68,006.61</b>	<b>65,465.34</b>	<b>479,200.00</b>	<b>370,528.50</b>
<b>9090 - Fund Balance ( E )</b>					
9999 - Unassigned Fund Balance	0.00	0.00	0.00	1,910,400.00	1,332,536.75
<b>Total 9090 - Fund Balance ( E )</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,910,400.00</b>	<b>1,332,536.75</b>
<b>Total Expense</b>	<b>2,311,815.50</b>	<b>2,940,635.16</b>	<b>2,345,311.39</b>	<b>7,419,574.00</b>	<b>6,484,801.25</b>
<b>Net Ordinary Income</b>	<b>1,217,608.10</b>	<b>336,920.03</b>	<b>574,515.68</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>1,217,608.10</b>	<b>336,920.03</b>	<b>574,515.68</b>		